

PLACER

SCHOOL FOR ADULTS



CLASS CATALOG

Fall 2018

Your Choice
Your Path
Your Skills



ESL • GED • Career Training
Computer Training • High School Diploma
Medical Careers • Free Get Hired Workshops

530-885-8585 • www.PlacerOnline.org

GENERAL INFO

Academics	6
High School Diploma, GED®, and ESL	
Career Technical Education	14
Healthcare, Notary Public, Technology and Business	
Vocational	61
Blacksmithing, Interior Design and Decorating, Culinary	
Personal Enrichment	64
Community, Nutrition, Fitness, Music and Dance, Language and Writing and the Arts	

SCHOOL NOT IN SESSION:

Labor Day 9/3/18
 Veteran's Day 11/12/18
 Thanksgiving..... 11/19/18 - 11/24/18
 Christmas..... 12/24/18 - 1/1/2019

Want to get involved?

Placer School for Adults is always looking for new classes, instructors and business partnerships to better serve our community.

Give us a call with your suggestions at 530-885-8585.

To apply as an instructor, go to placeronline.org and click on Teachers, then Employment, or call the office to get started.

Early Bird Discount!

Register before September 1st and receive \$5.00 off each class of \$29 or more!

Classes in Partnerships excluded.

Placer School for Adults

MAIN OFFICE:

Placer School For Adults

Telephone: 530-885-8585

Fax: 530-823-1406

HOURS:

Monday 8:00am – 4:30pm

Tuesday – Thursday 8:00am – 7:00pm

Friday 8:00am – 4:00pm

CAREER CENTER:

1919 Grass Valley Hwy Suite 100

Auburn, CA 95603

Telephone 530-885-8585

HOURS:

Monday – Thursday 8:00am – 4:30pm

Friday 8:00am – 4:00pm

ADULT SCHOOL ADMINISTRATION

Bill Bettencourt – Principal

Arij Mousa – Computer Program Director

Kaeli Hogan – Counselor

Beth Lanning – Counselor

Steven Casperite – Coordinator of Curriculum and Instruction

DISTRICT ADMINISTRATION

George S. Sziraki, Jr., Ed. D. – District Superintendent

Jeff Tooker – Deputy Superintendent Educational Services

Peter Efstathiou – Assistant Superintendent Administrative Services

Eric Vereyken – Assistant Superintendent Human Resources

BOARD OF TRUSTEES

Lynn MacDonald, Trustee Area 1 for Colfax and Foresthill

Maureen Ward, Trustee Area 2 for Placer

David Underwood, Trustee Area 3 for Placer

Ron Oates, Trustee Area 4 for Del Oro

Kathleen Geary, Trustee Area 5 for Del Oro



Placer School for Adults provides learning opportunities and services for success throughout life.

Accredited by Western Association of Schools and Colleges.



FOUR EASY WAYS TO REGISTER

Online

Register online at our secure website with a VISA or MasterCard. www.placeronline.org

Fax

Registrations can be faxed to 530-823-1406. Payment by VISA or MasterCard only.

Walk-In

Walk in to register at either the Career Center (1919 Grass Valley Hwy Suite 100) or the PSA office (3775 Richardson Drive). We accept cash, check, VISA or MasterCard.

Mail

Mail registration form to the PSA office. Payment can be made by check, Visa or MasterCard.

Class Changes: We reserve the right to reduce hours of instruction, change instructors or location, increase fees or cancel classes if minimum enrollments are not met.

Refunds: You may request a full refund up to 8 days before the class start date. There is a \$10.00 processing fee for all refunds. Please allow 2-3 weeks for processing. In the final 7 days before the class start date you may receive a credit for the full amount on your PSA account. Lab and material fees are not eligible for refund or credit. Refund requests made after the class has started are not eligible for credits or refunds.

Canceled Classes: PSA reserves the right to cancel a class. If a class is canceled you will receive a full refund.

Returned Check Fee: All returned checks are assessed a \$25 handling charge.

REGISTRATION FORM

One form for each person registering, please. This form may be copied.

Name: _____ Check here if new address ☐

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Email: _____ Date of Birth: ____ / ____ / ____

All information is secure and will not be released. Please note the refund policy above.

Course #	Course Title	Registration Fee	Discount*	Materials	Total Fee

***Take advantage of the Early Bird Discount! Register before September 1st and take \$5.00 off any class \$29 and above (some exceptions apply).**

Total: _____

Payment Type: Mastercard ☐ Visa ☐ Check ☐ Amount: _____

Card Number: _____ CVV#: _____ Expiration: _____

**Make checks payable to Placer School for Adults.
Mail or deliver to: 3775 Richardson Drive, Auburn, CA 95602**

Principal's Message

They say "Time flies when you are having fun". We must be having fun, because it is hard to imagine we are already in the Fall semester of 2018 at Placer School for Adults. Seriously though, it is fun and gratifying to be building the Placer School for Adults programs and to offer classes and support to our community and our region.



With the new Career Center and new Lynn MacDonald Education Center main campus locations we are adding more classes, more choices and reaching more people. We are extremely excited to be able to serve our students and expand our classes in Rocklin. A special thank you to Placer County Employment Services and our new partner, Destiny Community Center for opening up your facilities to our students (Please see Page 6-7 for a list of classes offered at Destiny). We are thrilled to hear of the many success stories of people who came to PSA to build skills and then gain new or improved employment and also the stories of those who have transitioned to college.

The "Get Hired" Series has boomed with so many more FREE classes and topics. People tell us they found encouragement, hope, new tips, new skills, new friends, and new thinking about the current job market, and how to be successful in their search for their next job/career. The Placer County Employment Services has been integrated into our program and provides added skilled instruction on dozens of topics for those looking for new careers and guidance on how to navigate through such a time of transition.

Please stop by, register, and send someone you know to Placer School for Adults. Our catalog is growing with many new classes and varied topics of interest.

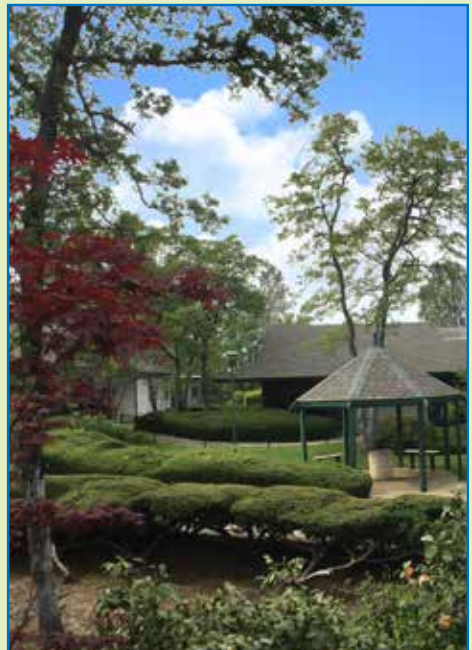
We are having fun in the foothills at Placer School for Adults serving our community, come and join the fun!

Bill Bettencourt, Principal



Placer School for Adults Career Center
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603

Placer School for Adults Main Campus
3775 Richardson Drive
Auburn, CA 95602



Sierra Joint Consortium "Working Together to Serve You Better"

PARTNERS

- A Touch of Understanding
- Auburn Chamber of Commerce
- Auburn Union School District
- California Employers Association
- CoRR (Community Recovery Resources)
- CTE Works (formerly 49er ROP)
- Department of Rehabilitation
- Destiny Community Center
- FREED Center for Independent Living
- Golden Sierra - Connections
- Kaiser Permanente
- Latino Leadership Council
- National Alliance on Mental Illness
- Nevada County Behavioral Health
- Nevada County Library Read Up Literacy
- Nevada County Office of the Superintendent
- Nevada County Sheriff
- Nevada Joint Union High School District
- NorTEC
- Partners Family Resource Center
- Partners in English Language Learning
- Placer Adult Literacy Service
- Placer County Employment Services
- Placer County HHS
- Placer County Library
- Placer County Office of Education
- Placer County Sheriff
- Placer Union High School District
- Roseville City School District
- Roseville Joint Union High School District
- Roseville Public Library
- SCORE
- Sierra Small Business Development Center
- Sierra Nevada Children's Services
- Sierra Nevada Regional In-Home Supportive Services
- Small Business Administration
- Small Business Development Center
- Soroptomist
- Stallent Health
- Sunrise Tech Center
- Sutter Health
- Tahoe Truckee Unified School District



Nevada Union Adult School
11761 Ridge Road
Grass Valley, CA 95945
Room I-13 on the Nevada Union
High School campus
www. <http://adulted.njuhsd.com>
530- 477-1225

Classes in: ESL, GED/HiSet preparation (day and evening), High School Diploma completion, Civics and Citizenship Test Preparation. Also, a GED and HiSet testing center.



3775 Richardson Drive
Auburn, Ca 95602
www.placeronline.org
530-885-8585

Classes in: ESL, GED, High School Completion, Career Tech Ed (Computer and Business Tech, Health Science and Medical Tech), Personal Enrichment and a GED Testing Center



Roseville Adult School
EXCELLENCE IN EDUCATION

200 Branstetter Street
Roseville, CA 95678
ras.rjuhsd.us
916-782-3952

Classes in: ESL, GED, High School Completion, Computer and Technology, Citizenship Preparation, Personal Enrichment, and a GED Testing Center

SIERRA COLLEGE

5000 Rocklin Road
Rocklin, CA 95945
www.sierracollege.edu
Rocklin Campus – (916) 624-3333
Nevada County Campus – (530) 274-5300
Tahoe Truckee Campus – (530) 550-2225

Classes offered for college credit, Community Education and the Osher Lifelong Learning Institute.



Tahoe Truckee USD Adult Education Programs
11603 Donner Pass Road
Truckee, CA 96161
www.ttusd.org/Page/127
(530) 582-2500

Classes offered: Short term certificate courses in multiple job fields and personal growth options



Gmail Basics, Tips and Tricks

1 Session (3 hours of Instruction)

Did you know that in order to be able to access Google Apps, you need to have a Google Gmail account? In this class, you will master the basics of composing, sending, and replying to email in Gmail, Google's powerful email service. You will learn how to best organize and work with your inbox, search email, and use shortcuts so you're more productive and effective. You will learn how to configure your Gmail account and settings—from adding additional email accounts to configuring desktop alerts and notifications. Find out how to keep track of your most important contacts by creating and editing groups.

Prerequisites: Students must test their Gmail account and password prior to coming to class to ensure that it is working correctly.

9/6/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220201	Free

9/6/18	Thursday
12:00 PM - 3:00 PM	Roosevelt Kent
6220202	Free

10/18/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220203	Free

Google Presentations/Slides

1 Session (3 hours of Instruction)

Have you ever wanted to create a presentation, but did not want to spend the money purchasing software that you would rarely use? If so, Google Slides is just for you! Learn how to create professional presentations by yourself or in collaboration with others at the same time. With Google Slides, you will create, edit, view, present, and share your slideshow presentation that integrates text with visual images, charts and graphs, and other multimedia to captivate your audience. Many templates are available to help you get started.

10/4/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220501	Free

10/4/18	Thursday
12:00 PM - 3:00 PM	Roosevelt Kent
6220502	Free

Google Drive

1 Session (3 hours of Instruction)

Did you know that in order to be able to access Google Drive, you need to have a Google Gmail account? Discover how to work smarter with Google Drive. You will learn how to get started with this popular cloud-based file storage and word processing, spreadsheet, and presentation software. You will learn the differences between Drive and Docs, and how to organize, sync, and locate your Drive files. You will learn how to create and edit documents, spreadsheets, and presentation slides directly in Google Drive.

Prerequisites: Students must test their Gmail account and password prior to coming to class to ensure that it is working correctly.

9/13/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220900	Free

9/13/18	Thursday
12:00 PM - 3:00 PM	Roosevelt Kent
6220901	Free

10/25/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220902	Free

Google Docs

1 Session (3 hours of Instruction)

Bring your documents to life and learn how to create and edit them wherever you go for free. Build documents with rich formatting, images, and tables. You will learn how to get around Google Docs' web-based interface, create new documents, and add features such as footnotes, page numbering, and headers and footers. Make documents more engaging by adding images, creating objects, and tables. Learn how to collaborate with family, friends, and coworkers from your phone, tablet, or computer sharing your docs in real-time, simultaneous collaboration. Google Docs will even help you get a head start with templates.

9/20/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220301	Free

9/20/18	Thursday
12:00 PM - 3:00 PM	Roosevelt Kent
6220302	Free

11/1/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220303	Free



Get Hired Series

Introduction to Microsoft Excel

1 Session (3 hours of Instruction)

We'll cover Microsoft Excel's basic interface, including the quick access toolbar, the ribbon, creating formulas, formatting cells, and inserting and deleting columns, rows, and cells. You will learn the different Excel data types and how to save and retrieve workbooks. You will how to select a cell and a range of cells, how to edit with Cut, Copy and Paste, and how to clear formats and cell contents. Time permitting, we'll also take a look at autofill, autocomplete, creating a basic Excel formula, and using the auto sum function.

9/27/18 Thursday
 8:30 AM - 11:30 AM Roosevelt Kent
 6015312 Free

11/8/18 Thursday
 8:30 AM - 11:30 AM Roosevelt Kent
 6015313 Free

Microsoft Excel - Intermediate

1 Session (3 hours of Instruction)

This course builds on Excel Basics. You will create advanced workbooks and worksheets. Learn advanced formulas and Functions such as IF, SUMIF, VLOOKUP, DATE and TIME Functions. You will learn how to create dazzling charts and graphs.

9/27/18 Thursday
 12:00 PM - 3:00 PM Roosevelt Kent
 6211300 Free

11/8/18 Thursday
 12:00 PM - 3:00 PM Roosevelt Kent
 6211301 Free

Microsoft Publisher

1 Session (3 hours of Instruction)

Microsoft Publisher is an entry-level desktop publishing application that differs from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing. You will create a publication, insert and format text and graphic boxes, and customize page layout and templates.

10/11/18 Thursday
 8:30 AM - 11:30 AM Roosevelt Kent
 6211400 Free

Resume Development

1 Session (3 hours of Instruction)

Create your first resume or improve your current resume. This class offers instruction, guidance, and suggestions on how to make your resume stand out from all the rest. You must learn to use powerful words, grab the employers' attention in the first few lines, and keep their attention throughout your resume guaranteeing your success in getting that call for an INTERVIEW. Your resume sells you. Creating an awesome resume is very important. Join us and let's make yours the best.

10/18/18 Thursday
 12:00 PM - 3:00 PM Roosevelt Kent
 6017600 Free

Resume Critique and Mock Interviews

1 Session (3 hours of Instruction)

What are potential employers looking for when looking at your resume? Learn how to critique your own resume, dress for success, and master proper interviewing techniques while building confidence through mock interviews.

10/25/18 Thursday
 12:00 PM - 3:00 PM Roosevelt Kent
 6111500 Free

Interviewing Strategies

1 Session (3 hours of Instruction)

Practice your interviewing skills to get that job you've always wanted. Your resume was picked out of hundreds and you have one chance to land the job. Enhance your in-person interviewing skills, build confidence, and learn techniques to can apply at your interview. From appropriate apparel to the final handshake, this class will help you rehearse before your actual interview. Network using LinkedIn, research your potential new employer, and learn how to sell yourself to a potential employer to get that job.

11/1/18 Thursday
 12:00 PM - 3:00 PM Roosevelt Kent
 6017705 Free

Register Online at www.Placeronline.org

For more info, please call Placer School for Adults at 530-885-8585

HIGH SCHOOL DIPLOMA



High School Diploma

PSA Class of 2018

PSA uses self-paced online courses in a classroom setting with a credentialed teacher twice a week. Students can also accelerate credits from home - speeding up the credit recovery process.

Steps to Register:

1. Send us your high school transcripts for review.
2. Make an appointment with the PSA counselor to help determine if the GED® or high school diploma is a better option for you. Our counselor can help you map out a plan of action including career guidance/post-secondary education. Note: documented previous education, training and work experience may also be used toward high school credit requirements.

3. Take classes.

Classroom locations (days and times):

All PSA academic classes run from:

Monday, August 20, 2018 through Thursday, December 20, 2018

No class 9/3, 11/12, 11/19 - 11/22

Auburn:

Placer School for Adults

3775 Richardson Dr. Rm 18

Mon - Thurs 4:30PM - 7:30PM

Please Note: The California High School Exit Exam (CAHSEE) has been suspended until 2018 and will NOT be a requirement for earning your high school diploma. If you completed all of your high school requirements except for the exit exam beginning from the school year 2003-2004, you are eligible to receive your high school diploma from the last high school you attended, effective in January 2016.



It is never too late to continue your education. Now is the time to earn your high school diploma or prepare for the GED test at Placer School for Adults.

Together, we can create a plan for achieving your goals.

- Kaeli Hogan, PSA counselor

Blended Online High School Courses FAQ

Below are some frequently asked questions about our “blended online” courses. If we missed something please call us at (530) 885-8585 ext. 6003 or email us at counseling@psa.school and we will be happy to help you the best we can.

Q) What classes are you offering with this blended online model?

A) All classes needed for a high school diploma: Math, Algebra, US History, World History, Civics, Economics, Health, English, Life Science, Physical Science, Electives, and Tech Essentials.

Q) What does the term “Blended Online” mean anyway?

A) This refers to the way the course is set up. All students enrolled in this course will attend class two nights a week. Students will be able to access instruction at home, which allows students to get through course work faster. Testing is done in the classroom.

Q) What if I don’t get my work done on time or fall behind?

A) Students who fail to complete the assignments will not earn credit. If you need 10 credits you will need to stay on task and pass all tests. You will earn credit only for assignments passing tests.

Q) What if I need fewer than 10 credits?

A) You will only need to complete work required for you to earn the amount of credits that you need. Once you are finished with your specific number of credits, you no longer need to attend class.

Q) How do I get started?

A) Contact your high school counselor for more information on concurrent enrollment, or call the adult school counselor at 530-885-8585 ext. 6003.

Q) Can I get credits for work experience and/or college classes?

A) You may earn up to 30 elective credits for work experience and yes, you may earn credits from college courses either for electives or specific courses.



Placer School for Adults is an authorized Pearson VUE Testing Center

We administer tests on Tuesdays and Thursday from 9:00 a.m. – 1:00 p.m (except holidays). To schedule your GED testing appointment use the link provided here:
<https://home.pearsonvue.com/>.

Remember that you won’t have time to take all four GED tests on one day, and frankly, our counselors recommend that you only take one or two tests per day.

Location: PUHSD PearsonVue Testing – Adult Learning Center
13055 Bill Francis Drive, Auburn, CA 95603

Pass the GED Exam or Simply Improve Your Math or English Skills

GED Program: Easy as 1, 2, 3



STEP 1 Attend a PSA GED Orientation

**Call our office to reserve your seat (530) 885-8585
or go online at www.placeronline.org**

Pre-registration is Required

STEP 2 Choose GED PREP schedule

At orientation you will choose your schedule (days and times)

Our Location:

Placer School for Adults
3775 Richardson Dr. Rm 19

8/20/18 - 12/20/18

Monday, Tuesday, Wednesday, Thursday

9:00 AM - 12:00 PM

Monday, Wednesday

4:30 PM - 7:30 PM

No class 9/3, 11/12, 11/19 - 11/22

STEP 3 Take the GED test

When you are ready, visit www.ged.com for information about scheduling your test. If you have more questions about the state's testing program, please contact the state office at 916-445-9438.

Placer School for Adults GED FAQ

Below are some frequently asked questions about the GED test battery and classes we offer to help prepare for the test:

Q) What is the “GED” test?

A) GED stands for General Educational Development and is considered equivalent to earning a high school diploma. It is actually 4 tests: Math, Reasoning Through Language Arts, Science and Social Studies.

Q) Who can take the test?

A) Adults 18 and older, anyone within 60 days of turning 18, and 17 year-olds who have been out of school for 60 consecutive days and provide a letter from the military, post-secondary institution or prospective employer.

Q) Do I have to take all 4 sections at once?

A) No. We encourage taking the test 1 section at a time, and most testing centers do not allow taking more than 2 sections at a time.

Q) Do I have to take a class to prepare for the GED?

A) No. You can register for the test after creating a profile on GED.com and paying the fees, however, many people need to study before being able to pass the test. PSA holds FREE classes to help prepare students for the GED test.

Q) How much does the test cost?

A) Depending on the testing center, the test usually costs around \$35 a section or \$140 total. Re-takes are usually discounted and cost around \$15.

Q) Can I take the test from home?

A) No. The GED test must be taken at an authorized testing center where you show proof of identification and California residency.

If we missed something please call us at (530) 885-8585 ext. 6003 or email us at counseling@psa.school and we will be happy to help you the best we can.

GED Eligibility Requirements

As a test-taker planning to take the GED® test in California, I acknowledge that I have read and understand the following GED® testing policies as established by the California Department of Education:

I am a resident of the State of California and meet one of the following criteria:

- I am 18 years of age or older
- I am within 60 days of turning 18
- If I am 17 years of age, I have been out of school for at least 60 consecutive days and will provide a letter of request for the test from the military, a post-secondary institution or a prospective employer.

I will provide one government issued form of identification**

(List of Documents that may be used to prove California residency):

- California driver's license
- California identification card
- Birth Certificate
- State and Federal tax returns
- Marriage license
- Vehicle registration
- Bank statement
- Residential lease
- Government issued documentation (city, county, and state)

**Acceptable identification includes: a passport, U.S. issued employment or work visa. Identification must include the examinee's name, date of birth, signature, photograph and address.

GED Preparation in Spanish



GED en Español

¿Sabía usted que tener su GED puede ayudarle a ganar más dinero? Permítanos ayudarle a prepararse para su prueba de GED gratis.

Las clases son martes y jueves de 5:00 PM a 8:00 PM, en el Rock Creek School, 3050 Bell Road, Auburn, sala 29.

Las clases comienzan 21 de agosto de 2018 hasta el 20 de diciembre de 2018.

La inscripción continua - comienza en cualquier momento.

¡Puede hacerlo!

Rock Creek School 3050 Bell Rd. Auburn, sala 29

8/21/18 – 12/20/18

5:00 PM – 8:00 PM

0190400

No hay clase 11/20, 11/22

martes, jueves

Sonia Contreras

Gratis

GED in Spanish

Prepare for your GED in Spanish. Did you know that having your GED can help you earn more money? Let us help you prepare for your GED test for free

Rock Creek School 3050 Bell Rd. Auburn, Rm 29

8/21/18 – 12/20/18

5:00 PM – 8:00 PM

0190400

No class 11/20, 11/22

Tuesday, Thursday

Sonia Contreras

Free

PEARSON

VUE-Authorized Test Center

Pearson VUE Authorized Test Centers are privately owned, third-party testing facilities which provide on-site, on-demand testing for certification and professional licensure exams.

Pearson VUE provides a full suite of services from test development to data management, and delivers exams through the world's most comprehensive and secure network of test centers in more than 175 countries.

Pearson VUE is a business of Pearson (NYSE: PSO; LSE: PSON), the international education company, whose businesses also include the Financial Times Group, Pearson Education and the Penguin Group.

www.PearsonVue.com

ESL - English as a Second Language



ESL All Levels

Beginning to intermediate levels. Understand American speech and culture along with basic writing and pronunciation. This is a fun, comfortable, relaxed class. Sorry, no childcare. All materials provided. This class is FREE.

Clase de Inglés Interactivo

Para nuevos hablantes de inglés y de niveles intermedios. Para entender el habla y la cultura estadounidense, junto con la escritura básica y pronunciación. Una clase divertida, cómoda y relajada. Disculpen, no hay cuidado de niños. Todos los materiales serán proporcionados en la clase. Esta clase es GRATIS.

Auburn Locations

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 20

8/20/18 - 12/19/18 Monday, Wednesday

10:00 AM - 12:00 PM Christina Agee

0300500 Free

No class 9/3, 11/12, 11/19, 11/21

Rock Creek Elementary School Rock Creek Rm 29

8/21/18 - 12/20/18 Tuesday, Thursday

6:00 PM - 8:00 PM Sonia Contreras

0300502 Free

No class 11/20, 11/22

Auburn Library Study Room

8/9/18 - 12/20/18 Tuesday, Thursday

10:00 AM - 12:00 PM Cindy Perez

0300503 Free

No class 11/20, 11/22

Rocklin Locations

Rocklin Library Meeting Room

8/9/18 - 12/20/18 Tuesday, Thursday

12:30 PM - 2:30 PM Cindy Perez

0300506 Free

No class 11/20, 11/22

Destiny Community Center,



6850 Five Star Blvd, Rocklin, CA 95677 Rm 503

9/11/18 - 11/15/18 Tuesday, Thursday

6:30 PM - 9:30 PM Sky Fuller

0300507 Free

**** Child Care is available - You must pre register for child care at www.destinyaddress.com**

For more information about our ESL classes please call 530-885-8585 ext 6120.

Para preguntas sobre nuestras clases de ESL Por favor llame al 530-885-8585 ext 6120.

ESL at Sierra College

ESL Bridge to Sierra College

This Class is designed to prepare English Learners students for ESL college programs which are a gateway to vocational classes (CTE) or academic programs. This course will introduce college level materials and expectations. Students will receive an orientation to the college as well as academic skills, English language skills and technology skills needed for successful transition and participation in further training or higher education.

Prerequisite:

Returning Students: CASAS score of 230+ or teacher recommendation

New Students: CASAS Assessment: Tuesday, 8/21/18 at 6:30 PM - Adelante High School Room 16

Pre-Class Meeting: All eligible students need to attend a pre-class meeting: Thursday, 8/23/18 6:00 PM Adelante High School, Room 17

Register at Roseville Adult School or for more information call 916-782-3952

Sierra College, Rocklin Campus

5100 Sierra College Blvd, Room DT5

8/28/18 - 12/13/18

Tuesday, Thursday

6:00 PM - 8:30 PM

Staff

10501

Free

Typing Test

Placer School for Adults is committed to helping our community members gain employment. Free typing tests are available Monday through Friday from 9:00am - 3:30pm.

Please check-in at **Placer**

School for Adults Career Center

1919 Grass Valley Highway Suite 100, Auburn.



Need Help Writing a Resume?

Visit the Career Center Computer Lab
Monday - Thursday 8:00 AM - 4:30 PM
Friday 8:00 PM - 4:00 PM



CAREER TECHNICAL EDUCATION

Healthcare



Medical Terminology and Introduction to Anatomy and Physiology

10 Sessions (30 hours of instructions)

Learn the structure of the human body systems and their functions, including medical terminology related to diseases, disorders, medical procedures, and treatment for each body system. This is a great prerequisite to our Clinical Medical Assisting course.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 20**

9/12/18 – 11/14/28	Wednesday
6:30 PM – 9:30 PM	Jolean Parker
0603500	\$99.00

No class 10/31, 11/21

Medical Math

9 Sessions (18 hours of instructions)

This class will focus on math skills that are needed in entry-level medical training. The class will cover working with whole numbers, fractions, decimals, and percents. Learn conversion of one unit to another. i.e. changing 4.0 grams to milligrams, 400.0 milliliters to liters, and changing English units to metric units. i.e. 4.0 pints are how many liters? The class will also cover reading graphs and using ratios and proportions. i.e. if a 180 pound patient needs 2.0 grams of medicine, how much does a 110 pound patient need? The emphasis in the class will be to understand and apply the working math needed in the medical professions.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 20**

9/10/18 – 11/5/18	Monday
5:30 PM - 7:30 PM	Chris Dunlap
0603600	Free

According to the Bureau of Labor Statistics

Employment of healthcare occupations is projected to grow 18 percent from 2016 to 2026, much faster than the average for all occupations, adding about 2.4 million new jobs. Healthcare occupations are projected to add more jobs than any of the other occupational groups. This projected growth is mainly due to an aging population, leading to greater demand for healthcare services.

Clinical Medical Assistant Orientation

1 Session (2 hours of instruction)

1 hour orientation followed by 2 hours of pre-assessment for placement. Please attend a mandatory orientation to get important details about the course and go over the program with the instructor. Students will not be allowed to enroll without attending orientation.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 4**

8/28/18	Tuesday
6:00 PM - 8:00 PM	Julie Whittemore
0660000	Free

Clinical Medical Assistant

41 Sessions (Approx. 140 hours of instruction)

Clinical Medical Assistants perform a variety of functions to assist the physician with procedures, care for patients, perform simple laboratory tests and administer medications. A Clinical Medical Assistant can pursue employment as a health-care professional in a physician's office or clinical setting. This program which is aligned with current industry standards offers students relevant instruction and hands-on experience. Get your education and training quickly to begin earning a salary of \$30,000 or more a year! Approximately 140 course hours.

Prerequisite:

1) **Students must enroll in and attend a mandatory orientation.**
2) **Proof of high school completion or its equivalent is required at the time of registration.**

3) **Ability to lift 25 lbs**

4) **Type 25 WPM**

5) **Be computer proficient**

Please see "Clinical Medical Assistant Orientation". Online registration NOT available for this class. Student must enroll at the PSA office in person. Tuition due at time of enrollment.

Books included.

Externship Requirements

****Students must meet externship qualifications:** Students are evaluated based on their performance during their course. 1. The student must complete 100% of their coursework, passing with 90% or better. 2. The student attendance rate must be 90% of course hours. 3. Pass a background check, have a resume, typing certificate, tuberculosis screening, externship application, immunization record, confidentiality agreement/HIPAA certification, and drug testing. Some extern sites might have additional requirements.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 4**

9/4/18 - 1/17/19	Tuesday Thursday
6:00 PM - 9:30 PM	Julie Whittemore
0602100	\$1,349

*Saturday dates: 11/17, 12/1, 12/8, 12/15, 1/5, 1/12
Saturday times 9:00 AM – 12:00 PM

No class 11/20, 11/22, 12/22, 12/25, 12/27, 1/1



Our CLINICAL MEDICAL ASSISTANT program will prepare you to assist physicians in providing patient care in healthcare offices and facilities.

You will gain exposure to and instruction in job duties that include assisting with exams and minor surgery, taking patient vital signs, caring for patients, performing lab tests, administering medications, electrocardiography and much more.

CERTIFICATION

Be prepared for the following national certification exams:

- Certified Clinical Medical Assistant (CCMA) exam offered through the National Healthcare Association (NHA)
- National Center for Competency Testing (NCCT)
- California Certifying Board for Medical Assistants

STUDENT BENEFITS

- Evening classes enable you to maintain your day job while learning a new career in the evening.
- We cover all the essential skills needed for the position and prepare you for certification(s).
- Clinical Medical Assistants earn \$13-\$20 per hour according to the U.S. Department of Labor.

PROGRAM HOURS

- Classroom Instruction: 140 hours
- Tues/Thurs evenings 6:00-9:30pm (18 weeks) and Saturday mornings 9:00-12:00noon (during final 6 weeks of the semester).

Classes starting soon! Plan now to launch your new career!
September 4, 2018 to January 17, 2019

Location: 3775 Richardson Drive, Auburn, CA 95602

Students must attend an orientation prior to enrollment.

Orientation Date is August 28, 2018 from 6:00 PM – 8:00 PM.

Call 530-885-8585 or go online to www.placeronline.org to enroll in orientation.

Offered In Partnership With California Notary Training Center

Become a Notary Public

1 Session (8 hours of instruction)

This one-day course will teach you everything you need to know to be a successful Notary Public and prepare you for the state notary exam. **NOTARY PUBLIC REQUIREMENTS:** You must be at least 18 years old, a resident of California, be able to read, write and understand English, successfully complete this course and pass a state exam (30 multiple choice questions) and pass a background check. Additional costs for live scan fingerprinting, insurance, and supplies will be explained in class. **Please bring a current, government-issued ID and \$35 materials fee payable to CA Notary Training Center. Please arrive 15 minutes early for registration. Per state law, late arrivals will not be admitted into the class.**

Note: The state notary exam takes place immediately following this course during the last hour from 4:30-5:30pm. For the exam, bring a current, unexpired, government-issued ID, a \$40 check or money order payable to Secretary of State, a 2"x 2" color passport photo, and two #2 pencils. **Not eligible for Early Bird Discount.**

**PSA Career Center, 1919 Grass Valley Hwy
Auburn PSA CC Rm 106**

10/13/18

8:30 AM - 5:30 PM

0604000

Saturday

David Kirby, MBA

\$99



TO BE A NOTARY PUBLIC: You must be 18 years old; a California Resident; read, write, and understand English; complete the 6-hour training course; pass a state exam (30 multiple choice questions); and pass a background check.

BRING TO THE CLASS: Your current legal unexpired government issued ID and \$35 materials fee, payable to CA Notary Training Center.

The state notary exam immediately follows the class from 4:30-5:30pm.

BRING TO THE NOTARY EXAM:

- \$40 Check or money order, payable to "Secretary of State"
- Two #2 pencils
- 2x2 color passport photo
- Your current legal unexpired government issued ID.

For questions about the notary course and exam, please email:
info@canotarytrainingcenter.com

Notary Public Renewal Course

1 Session (4 hours of instruction)

This 3-hour renewal course is required for existing Notaries Public who are renewing their commission. The renewal course and exam must be taken prior to the expiration of your current commission. If your existing commission expires prior to taking the course and exam, then the full Become a Notary Public course is required. Due to the many changes in law in the past 4 years, students are encouraged to take the full-day Become a Notary Public course, if possible. **NOTARY PUBLIC REQUIREMENTS:** You must be at least 18 years old, a resident of California, be able to read, write and understand English, successfully complete this course and pass a state exam (30 multiple choice questions) and pass a background check. Additional costs for live scan fingerprinting, insurance, and supplies will be explained in class. **Please bring a current, government-issued ID and \$35 materials fee payable to CA Notary Training Center. Please arrive 15 minutes early for registration. Per state law, late arrivals will not be admitted into the class.**

Note: The state notary exam takes place immediately following this course during the last hour from 4:30-5:30pm. For the exam, bring a current, unexpired, government-issued ID, a \$40 check or money order payable to Secretary of State, a 2"x 2" color passport photo, and two #2 pencils. **Not eligible for Early Bird Discount.**

**PSA Career Center, 1919 Grass Valley Hwy,
Auburn PSA CC Rm 106**

10/13/18

12:30 PM - 5:30 PM

0604100

Saturday

David Kirby, MBA

\$89

Make Extra Money as a Loan Signing Agent

1 Session (3 hours of instruction)

Notaries Public can make extra money as a Loan Signing Agent. No experience necessary! Lenders and title companies rely on loan signing agents to notarize and obtain signatures for real estate loan documents. If you have already taken the notary public course, take this course now and be ready to go once you get your notary commission. Agents generally make \$70-150 per loan signing. Work when you're available - no time commitment required. Additional costs for added insurance, supplies, and background check will be explained in class. Bring a current, unexpired, government-issued ID and \$40 materials fee payable to CA Notary Training Center. **Not eligible for Early Bird Discount.**

**PSA Career Center, 1919 Grass Valley Hwy,
Auburn PSA CC Rm 106**

11/10/18

2:30 PM - 5:30 PM

0604200

Saturday

David Kirby, MBA

\$109

Teaching Credential

Get Your Adult Education Teaching Credential

1 Session (2 hours of instruction)

Placer School for Adults is looking for a few dedicated people who are interested in teaching adult students. If you are an expert in your field and have always thought that it would be wonderful to help other adults learn the skills needed to work in your field, come learn the steps required to get your Adult Education Credential.

Placer School for Adults is looking for instructors in the following areas:

- Elementary Basic Skills
- English as a Second Language
- Career Technical Education
- High School Diploma
- GED
- Computer Applications
- Healthcare Careers

Are You:

- An expert in your field and want to share your knowledge with others?
- A retired K-12 classroom teacher?
- Currently teaching but have some free time?

Come join us in a FREE informative presentation on teaching opportunities and learn step-by-step how to get your Adult Education Credential.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

9/5/18

Wednesday

6:00 PM - 8:00 PM

Steve Casperite

6017500

Free

Registration is Required. Seating is Limited



FREE!

Tech-Savvy Sound Bytes

Attend the FREE demonstration workshops and meet our knowledgeable instructors!

Pre-registration is required.

**Sign up online
today!
Space is limited!**



Need help deciding which class(es) to take? Simply call Arij Mousa, our Computer Program Director.

Join Us for Back to School Night

**Placer School for Adults
3775 Richardson Dr.
Auburn
Thursday August 16th
6:00 PM - 8:00 PM**

FREE Q and A Workshop: Business Classes

**Placer School for Adults
Career Center
1919 Grass Valley Hwy
Auburn, Rm 106
Tuesday August 21st
6:30 PM – 7:30 PM
#6008800**

FREE Q and A Workshop: Accounting and QuickBooks

**Computer Lab
13055 Bill Francis Dr.
Auburn, Computer Lab
Wednesday August 22nd
6:30 PM – 7:30 PM
#6007800**

FREE Q and A Workshop: e-Commerce (Etsy and eBay) and Social Media

**Placer School for Adults
3775 Richardson Dr.
Auburn, Rm 17
Thursday August 23rd
6:30 PM – 7:30 PM
#6007900**

FREE Q and A Workshop: WordPress and Digital Storytelling

**Placer School for Adults
3775 Richardson Dr.
Auburn, Rm 16
Thursday August 30th
6:30 PM - 7:30 PM
#6009200**

FREE Q and A Workshop: iPhone and iPad Basics and Beyond

**Placer School for Adults
3775 Richardson Dr.
Auburn, Rm 15
Tuesday August 28th
6:30 PM - 7:30 PM
#6021800**

Free Get Hired Workshop Series

Resumes – pg 20-21

- Resume Development
- Creating a Resume and Cover Letter
- Build Your Resume and Develop Your Portfolio
- Resume Critiquing and Mock Interviews
- Resume Critiquing

Job Search – pg 22-25

- Job Search Using Social Media
- Job Search Workshop
- Job Search Support
- CalJOBS: Overview and Resume Builder
- Assessment Tools for Your Job Search and Goal Setting the SMART Way
- How to Work a Job Fair
- Networking 101
- Mistakes Job Seekers Make and How to Avoid Them
- Self-Marketing

Interviewing – pg 26-27

- Dress for Success
- Mock Interviews
- Interviews: From Getting the Call to the Final Handshake
- Interview Strategies
- Mock Interviewing: Practice, Practice, Practice

Job Retention – pg 28-31

- New World of Work - 21st Century Skills Adaptability and Empathy
- New World of Work - 21st Century Skills Self-Awareness and Resilience
- New World of Work - 21st Century Skills Communication and Collaboration
- New World of Work - 21st Century Skills Digital Fluency and Analysis/Solutions Mindset
- New World of Work - 21st Century Skills Entrepreneurial Mindset & Social/Diversity Awareness
- Job Retention
- Confidence 101
- Building Self Confidence
- Vision Board Workshop: Visualize Your Goals!
- The Right Way to Write
- The Value of Emotional Intelligence
- Preparing for Change
- Family 101 with a New Job
- Plan, Shop, Save, and Cook

Disability – pg 31

- Social Security Disability Explained in Plain English

Career Change – pg 32

- Career Shift
- Switching Gears - New Careers
- Introduction to LinkedIn

Registration is Required. Seating is Limited.

A special thank you to Placer County Employment Services/Business Advantage Network (BAN) Group in Auburn, Department of Rehabilitation and Golden Sierra Job Agency for partnering with us on our Get Hired Workshops.



PO Box 20400,
Auburn, CA 95604



11641 Blocker Dr, Suite 125
Auburn, CA 95063



Golden Sierra

115 Ascot Drive Suite 180,
Roseville, CA 95661

Free Get Hired Workshop Series

Resumes

NEW Resume Development

1 Session (3 hours of instruction)

Create your first resume or improve your current resume. This class offers instruction, guidance, and suggestions on how to make your resume stand out from all the rest. You must learn to use powerful words, grab the employers' attention in the first few lines, and keep their attention throughout your resume guaranteeing your success in getting that call for an interview. Your resume sells you. Creating an awesome resume is very important. Join us and let's make yours the best.

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

10/18/18	Thursday
12:00 PM – 3:00 PM	Roosevelt Kent
6017600	Free

Creating a Resume and Cover Letter

1 Session (3 hours of instruction)

Need help creating or revamping your resume and cover letter? This workshop will walk you through the important aspects of your resume and cover letter. You will learn how to create a Combination Resume and discover how it can work for you. During the second half of the workshop, you will have time to work on your resume with the instructor's assistance.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 111

8/2/18	Thursday
1:00 PM - 4:00 PM	Judi Moore
6017007	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

9/6/18	Thursday
1:00 PM - 4:00 PM	Judi Moore
6017000	Free

Placer School for Adults, 3775 Richardson Dr., Auburn PSA Rm 17

9/17/18	Monday
6:30 PM - 9:30 PM	Jennifer DeGuzman
6017001	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

10/4/18	Thursday
1:00 PM - 4:00 PM	Judi Moore
6017002	Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

10/17/18	Wednesday
9:00 AM - 12:00 PM	Birdsong Sundstrom
6017003	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

11/1/18	Thursday
1:00 PM - 4:00 PM	Judi Moore
6017004	Free

Placer School for Adults, 3775 Richardson Dr. Auburn PSA Rm 16

11/28/18	Wednesday
6:30 PM - 9:30 PM	Jennifer DeGuzman
6017005	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

12/6/18	Thursday
1:00 PM - 4:00 PM	Judi Moore
6017006	Free

Build Your Resume and Develop Your Portfolio

1 Session (2.5 hours of instruction)

Don't have a resume? This class will help you build a solid resume or strengthen the one you currently have using power-words to grab employer's attention. Make the first paragraph outstanding and get that job you always wanted. Put together a solid cover letter that is well written and presented well so your future employer can't wait to read your resume. Once you have your resume, learn how to put everything together in an organized portfolio to help you search for that perfect job. Learn how to ask for and receive glowing results from your references and in your letters of recommendation. Learn what should be in your portfolio: certifications, examples of work if applicable, and degrees.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

8/21/18	Tuesday
9:00 AM - 11:30 AM	Covelle Jude
6019304	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

9/5/18	Wednesday
9:00 AM - 11:30 AM	Covelle Jude
6019300	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

10/3/18	Wednesday
9:00 AM - 11:30 AM	Covelle Jude
6019301	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

11/7/18	Wednesday
9:00 AM - 11:30 AM	Covelle Jude
6019302	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

12/5/18	Wednesday
9:00 AM - 11:30 AM	Covelle Jude
6019303	Free

Free Get Hired Workshop Series



NEW Resume Critiquing and Mock Interviews

1 Session (3 hours of instruction)

What are potential employers looking for when looking at your resume? Learn how to critique your own resume, dress for success, and master proper interviewing techniques while building confidence through mock interviews.

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

10/25/18

12:00 PM – 3:00 PM

6111500

Thursday

Roosevelt Kent

Free

Resume Critiquing

1 Session (3 hours of instruction)

Have your resume evaluated by a professional recruiter and leave with a more solid resume in hand. You must bring your current resume in paper form for evaluation. We'll make it better based upon your individual skills, education, and work history.

Prerequisite: Please bring your complete resume ready for evaluation.

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 116**

9/6/18

9:00 AM - 12:00 PM

6120000

Thursday

Covelle Jude

Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 116**

9/13/18

1:00 PM - 4:00 PM

6120001

Thursday

Birdsong Sundstrom

Free

Typing Test

Placer School for Adults is committed to helping our community members gain employment. Free typing tests are available Monday through Friday from 9:00am - 3:30pm.

Please check-in at **Placer School for Adults Career Center**
1919 Grass Valley Highway Suite 100, Auburn.



**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 116**

9/20/18

9:00 AM - 12:00 PM

6120002

Thursday

Covelle Jude

Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 116**

9/27/18

1:00 PM - 4:00 PM

6120003

Thursday

Birdsong Sundstrom

Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 116**

10/11/18

1:00 PM - 4:00 PM

6120005

Thursday

Covelle Jude

Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 116**

10/18/18

9:00 AM - 12:00 PM

6120006

Thursday

Covelle Jude

Free

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 16**

10/22/18

6:30 PM - 9:30 PM

6120007

Monday

Jennifer DeGuzman

Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 116**

10/25/18

1:00 PM - 4:00 PM

6120008

Thursday

Covelle Jude

Free

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 16**

11/8/18

1:00 PM - 4:00 PM

6120009

Thursday

Birdsong Sundstrom

Free

Get Computer Savvy!

Take our computer classes and you'll be up to speed in no time!

Computer classes start on page 36



Free Get Hired Workshop Series

Job Search



Job Search Using Social Media

1 Session (3 hours of instruction)

Are you using social media such as LinkedIn, Facebook, and Twitter in your job search? This workshop will teach you specific strategies about how to use social media to help you find your next job. You will create your own business cards with the assistance of the instructor and have 10 cards printed for free.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 111

9/13/18	Thursday
9:00 AM - 12:00 PM	Karolin Miller
6017300	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 111

10/11/18	Thursday
9:00 AM - 12:00 PM	Karolin Miller
6017301	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 111

11/8/18	Thursday
9:00 AM - 12:00 PM	Karolin Miller
6017302	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 111

12/13/18	Thursday
9:00 AM - 12:00 PM	Karolin Miller
6017303	Free



An increasing number of employers are using social media sites to advertise and recruit employees.

94% of recruiters across all industries have adapted to social recruiting.

- 87% of recruiters use LinkedIn
- 43% of recruiters use Facebook
- 22% of recruiters use Twitter

Job Search Workshop

5 Sessions (15 hours of instruction)

Learn how to present and promote your unique background and skills to employers and find the right job. This workshop includes resume and cover letter creation/editing, creating your personal skills statement, job search strategies (networking, online postings, recruiters, social media, etc.), interviewing techniques, job retention tips, and overall job search support from start to finish.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 16

9/12/18 - 10/10/18	Wednesday
6:30 PM - 9:30 PM	Jennifer DeGuzman
6019400	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

10/30/18 - 12/4/18	Tuesday
9:00 AM - 12:00 PM	Jennifer DeGuzman
6019401	Free

No class 11/20



Job Search Support

1 Session (3 hours of instruction)

This class will focus on whatever job search related topics are most relevant for the class; including creating a powerful resume and cover letter that gain employer's attention, promoting yourself with a skills statement, learning the best ways to find job openings, how to present yourself in interviews, and job retention. The focus of each class depends on the needs of the students, so you're encouraged to repeat the class as needed.

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

08/03/2018	Friday
01:00 PM - 04:00 PM	Jennifer DeGuzman
6255000	Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

08/17/2018	Friday
01:00 PM - 04:00 PM	Jennifer DeGuzman
6255001	Free

Free Get Hired Workshop Series

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

08/31/2018 Friday
01:00 PM - 04:00 PM Jennifer DeGuzman
6255002 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

09/14/2018 Friday
01:00 PM - 04:00 PM Jennifer DeGuzman
6255003 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

09/28/2018 Friday
01:00 PM - 04:00 PM Jennifer DeGuzman
6255004 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

10/12/2018 Friday
01:00 PM - 04:00 PM Jennifer DeGuzman
6255005 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

10/26/2018 Friday
01:00 PM - 04:00 PM Jennifer DeGuzman
6255006 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

11/09/2018 Friday
01:00 PM - 04:00 PM Jennifer DeGuzman
6255007 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

12/07/2018 Friday
01:00 PM - 04:00 PM Jennifer DeGuzman
6255008 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

12/21/2018 Friday
01:00 PM - 04:00 PM Jennifer DeGuzman
6255009 Free

CalJOBS: Overview and Resume Builder

1 Session (3 hours of instruction)

CalJOBS is a California online resource to help job seekers. This overview workshop will introduce you to the most important features including Dashboard, Background Wizard, Resume Builder, and Virtual Recruiter. Receive hands on assistance with development of your CalJOBS profile. Make CalJOBS work for you.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 111

8/9/18 Thursday
9:00 AM - 12:00 PM Alison Poroshin
6125207 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

9/14/18 Friday
1:00 PM - 4:00 PM Alison Poroshin
6125200 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

10/12/18 Friday
1:00 PM - 4:00 PM Alison Poroshin
6125201 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

11/9/18 Friday
1:00 PM - 4:00 PM Alison Poroshin
6125202 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

12/14/18 Friday
1:00 PM - 4:00 PM Alison Poroshin
6125203 Free



Assessment Tools for Your Job Search and Goal Setting the SMART Way

1 Session (3 hours of instruction)

2 classes-in-one:

In Assessment Tools for Your Job Search-

Learn how to work more effectively with others through personal insights into your own behavioral strengths and challenges. Your results will help you better understand why you communicate the way you do and how you can communicate with others more effectively. Immediately improve interpersonal communications and connect with co-workers. Understand what you need to succeed in your job search or at your current job.

Goal Setting the SMART Way- Learn to define SMART goals for your job search and prioritize your goals. Define and compare positive and negative goals, intrinsic and extrinsic motivation. Identify and explore potential barriers to your success and learn how to prevent them.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 111

8/3/18 Friday
9:00 AM - 12:00 PM Janis Aydelott
6018507 Free

Free Get Hired Workshop Series

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 111

9/7/18 Friday
9:00 AM - 12:00 PM Janis Aydelott
6018500 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 111

10/5/18 Friday
9:00 AM - 12:00 PM Janis Aydelott
6018501 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 111

11/2/18 Friday
9:00 AM - 12:00 PM Janis Aydelott
6018502 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 111

12/7/18 Friday
9:00 AM - 12:00 PM Janis Aydelott
6018503 Free



How to Work a Job Fair

1 Session (3 hours of instruction)

This workshop will provide techniques that will help job seekers prepare for and utilize job fairs during their job search.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

9/5/18 Wednesday
9:00 AM - 12:00 PM Jennifer DeGuzman
6125100 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

10/24/18 Wednesday
9:00 AM - 12:00 PM Katie Kenoyer
6125101 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

11/7/18 Wednesday
9:00 AM - 12:00 PM Jennifer DeGuzman
6125102 Free



Networking 101

1 Session (3 hours of instruction)

Networking is a critical skill for career success. This workshop will go over effective networking techniques.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

8/22/18 Wednesday
9:00 AM - 12:00 PM Katie Kenoyer
6124702 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

9/19/18 Wednesday
9:00 AM - 12:00 PM Jennifer DeGuzman
6124700 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

10/3/18 Wednesday
9:00 AM - 12:00 PM Jennifer DeGuzman
6124701 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

11/28/18 Wednesday
9:00 AM - 12:00 PM Katie Kenoyer
6124702 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

12/5/18 Wednesday
9:00 AM - 12:00 PM Jennifer DeGuzman
6124703 Free

Mistakes Job Seekers Make and How to Avoid Them

1 Session (3 hours of instruction)

Many people make mistakes as they are hunting for a job. These mistakes are easy to make and could determine whether or not you get your dream job. This workshop will go over ways to job search effectively.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

9/26/18 Wednesday
9:00 AM - 12:00 PM Katie Kenoyer
6124900 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

10/24/18 Wednesday
9:00 AM - 12:00 PM Jennifer DeGuzman
6124901 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

11/28/18 Wednesday
1:00 PM - 4:00 PM Jennifer DeGuzman
6124902 Free

Free Get Hired Workshop Series

Self-Marketing

1 Session (3 hours of instruction)

Learn how to market yourself from A to Z to get the job. Review your resume and learn all the tricks to a great interview starting with your 30 second introduction and finalizing with questions you should ask at the end. Dress appropriately for the position and learn how to make that first 5 second impression the best and most memorable to the employer. Networking, business cards, and confidence-building all in one class.

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

08/03/2018 Friday
09:00 AM - 12:00 PM Jennifer DeGuzman
6120600 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

08/17/2018 Friday
09:00 AM - 12:00 PM Jennifer DeGuzman
6120601 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

08/31/2018 Friday
09:00 AM - 12:00 PM Covelle Jude
6120602 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

09/14/2018 Friday
09:00 AM - 12:00 PM Covelle Jude
6120603 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

9/19/18 Wednesday
9:00 AM - 12:00 PM Covelle Jude
6120604 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

09/28/2018 Friday
09:00 AM - 12:00 PM Covelle Jude
6120605 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

10/3/18 Wednesday
1:00 PM - 4:00 PM Birdsong Sundstrom
6120606 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

10/12/2018 Friday
09:00 AM - 12:00 PM Covelle Jude
6120607 Free

Placer School for Adults, 3775 Richardson Dr. Auburn PSA Rm 17

10/17/18 Wednesday
9:00 AM - 12:00 PM Covelle Jude
6120608 Free



Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

10/26/2018 Friday
09:00 AM - 12:00 PM Covelle Jude
6120609 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

11/7/18 Wednesday
1:00 PM - 4:00 PM Birdsong Sundstrom
6120610 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

11/09/2018 Friday
09:00 AM - 12:00 PM Covelle Jude
6120611 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

11/28/18 Wednesday
9:00 AM - 12:00 PM Covelle Jude
6120612 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

12/07/2018 Friday
09:00 AM - 12:00 PM Covelle Jude
6120613 Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

12/19/18 Wednesday
9:00 AM - 12:00 PM Covelle Jude
6120614 Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

12/21/2018 Friday
09:00 AM - 12:00 PM Covelle Jude
6120615 Free



Take one of our Free Google Classes -
Starting on Page 46

Registration is Required - Seating is Limited

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Free Get Hired Workshop Series

Interviewing

Dress for Success

1 Session (3 hours of instruction)

How do you decide what to wear to an interview or career fair? You want to wear the most professional attire that you can afford. This workshop addresses the importance of proper dress as it relates to interviewing and business situations. Information is shared about the difference between business and business casual attire.

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

8/10/18	Friday
1:00 PM - 4:00 PM	Vanessa Piper
6330007	Free

Mock Interviews

1 Session (3 hours of instruction)

You have created an impressive resume and cover letter, attended the interview workshop, and now it's time for you to put your interviewing skills to the test. But there's a twist! You will be grouped into panels of 3-4 as the interviewers. Your panel will be given a fictitious job description and questions to ask your interviewees. As a panel, you will interview 3-4 individuals who are competing for the job and you must decide who to hire. Once the interviews are concluded, you will debrief with the instructor regarding your hiring/non-hiring selection.

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

8/16/18	Thursday
9:00 AM - 12:00 PM	Judi Moore
6017107	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

9/20/18	Thursday
9:00 AM - 12:00 PM	Judi Moore
6017100	Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

10/2/18	Tuesday
2:30 PM - 5:30 PM	Birdsong Sundstrom
6017101	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

10/18/18	Thursday
9:00 AM - 12:00 PM	Judi Moore
6017103	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

11/15/18	Thursday
9:00 AM - 12:00 PM	Judi Moore
6017104	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

11/20/18	Tuesday
9:00 AM - 12:00 PM	Judi Moore
6017105	Free



Interviews: From Getting the Call to the Final Handshake

1 Session (3 hours of instruction)

Learn the process you'll move through as you accept a job interview: research the company, formulate answers to interview questions, how to dress, and offer a confident handshake for success.

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

8/10/18	Friday
9:00 AM - 12:00 PM	Janis Aydelott
6330107	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

9/14/18	Friday
9:00 AM - 12:00 PM	Judi Moore
6330100	Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/25/18	Tuesday
2:30 PM - 5:30 PM	Birdsong Sundstrom
6330101	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

10/12/18	Friday
9:00 AM - 12:00 PM	Janis Aydelott
6330102	Free

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 17**

10/23/18	Tuesday
1:00 PM - 4:00 PM	Birdsong Sundstrom
6330103	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

11/9/18	Friday
9:00 AM - 12:00 PM	Jennifer DeGuzman
6330104	Free

Free Get Hired Workshop Series

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

11/27/18

1:00 PM - 4:00 PM

6330105

Tuesday

Birdsong Sundstrom

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 110

12/14/18

9:00 AM - 12:00 PM

6330106

Friday

Francisco Castro

Free

Interviewing Strategies

1 Session (2.5 hours of instruction)

Practice your interviewing skills to get that job you've always wanted. Your resume was picked out of hundreds and you have one chance to land the job. Enhance your in-person interviewing skills, build confidence, and learn techniques to apply at your interview. From appropriate apparel to the final handshake, this class will help you rehearse before your actual interview. Network using LinkedIn, research your potential new employer, and learn how to sell yourself to a potential employer to GET THAT JOB.

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 110

9/4/18

9:00 AM - 11:30 AM

6017700

Tuesday

Covelle Jude

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 110

10/9/18

9:00 AM - 11:30 AM

6017701

Tuesday

Covelle Jude

Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

10/18/18

2:30 PM - 5:30 PM

6017702

Thursday

Birdsong Sundstrom

Free

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

11/1/18

12:00pm - 3:00pm

6017705

Thursday

Roosevelt Kent

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 110

11/6/18

9:00 AM - 11:30 AM

6017703

Tuesday

Covelle Jude

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 110

12/4/18

9:00 AM - 11:30 AM

6017704

Tuesday

Covelle Jude

Free

Mock Interviewing: Practice, Practice, Practice

1 Session (3 hours of instruction)

Practice your interviewing skills learned from a previous class (Interviewing Strategies) and fine tune your answers with the guidance of your instructor in a 30-minute, mock interview session.

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 110

9/5/18

1:00 PM - 4:00 PM

6330200

Wednesday

Covelle Jude

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 110

10/25/18

9:00 AM - 12:00 PM

6330201

Thursday

Covelle Jude

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 106

11/14/18

9:00 AM - 12:00 PM

6330202

Wednesday

Covelle Jude

Free

Are You Searching for a New Career?



Placer School for Adults offers Career Counseling and free "Get Hired Series" workshops to help you land your next job. We can help you create a resume, interview for success, search for jobs, gain computer skills and more. Please call us today for your free Career Counseling appointment.

For more information, call our Career Counselor Beth Lanning at 530-885-8585 ext. 6012

Free Get Hired Workshop Series

With massive shifts in both the private and public sector jobs, workers across industries will need a core set of skills that are transferable. The **New World of Work - 21 Century Skills** program collaborates with employers, workforce development boards, educators, and research organizations across the country to build college and career-ready, employability skills that are needed in a global economy. Some of the skills employers are looking for include knowledge, work habits and character traits needed to succeed in the workplace.

Job Retention

New World of Work - 21st Century Skills: Adaptability and Empathy

1 Session (3 hours of instruction)

The world of work is changing. Do you have the skills to succeed? The skills of today go by many names like employability skills, competencies, and soft skills. This course will provide the knowledge, work habits, and character traits that are necessary to succeed in this rapidly changing world. **Session One: Adaptability and Empathy sets the stage for the new, global nature of work, including attentive listening and being able to understand others.**

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

8/17/18

1:00 PM - 4:00 PM

6125400

Friday

Janis Aydelott

Free

New World of Work - 21st Century Skills: Self-Awareness and Resilience

1 Session (3 hours of instruction)

The world of work is changing. Do you have the skills to succeed? The skills of today go by many names like employability skills, competencies, and soft skills. This course will provide the knowledge, work habits, and character traits that are necessary to succeed in this rapidly changing world. **Session Two: Self-Awareness and Resilience establishes a foundation of self-understanding, what happens when solutions fail, and how you move forward.**

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

9/21/18

1:00 PM - 4:00 PM

6125500

Friday

Janis Aydelott

Free

New World of Work - 21st Century Skills: Communication and Collaboration

1 Session (3 hours of instruction)

The world of work is changing. Do you have the skills to succeed? The skills of today go by many names like employability skills, competencies, and soft skills. This course will provide the knowledge, work habits, and character traits that are necessary to succeed in this rapidly changing world. **Session Three: Communication and Collaboration focuses on communicating effectively with various personality types, collaboration, and interacting in teams.**

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

10/19/18

1:00 PM - 4:00 PM

6125600

Friday

Janis Aydelott

Free



New World of Work - 21st Century Skills: Digital Fluency and Analysis/Solutions Mindset

1 Session (3 hours of instruction)

The world of work is changing. Do you have the skills to succeed? The skills of today go by many names like employability skills, competencies, and soft skills. This class provides provides the knowledge, work habits, and character traits that are necessary to succeed in this rapidly changing world. **Session Four: Digital Fluency and Analysis/Solutions Mindset focuses on thinking about how to represent yourself online. This class builds on the use of empathy to become a good problem solver.**

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

11/16/18

1:00 PM - 4:00 PM

6125700

Friday

Janis Aydelott

Free

New World of Work - 21st Century Skills: Entrepreneur Mindset & Social/ Diversity Awareness

1 Session (3 hours of instruction)

The world of work is changing. Do you have the skills to succeed? The skills of today go by many names like employability skills, competencies, and soft skills. This class will provide the knowledge, work habits, and character traits that are necessary to succeed in this rapidly changing world. **Session Five: Entrepreneur Mindset and Social/Diversity Awareness focuses on how to be an entrepreneur. Command an understanding of the skills taught in the previous classes so you can be aware enough to think about others and interact professionally.**

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

12/21/18

1:00 PM - 4:00 PM

6125800

Friday

Janis Aydelott

Free

Free Get Hired Workshop Series

Job Retention

1 Session (3 hours of instruction)

You got the job! Now how do you keep it? This workshop will present job retention strategies.

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

8/8/18	Wednesday
9:00 AM - 12:00 PM	Francisco Castro
6125002	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

9/12/18	Wednesday
1:00 PM - 4:00 PM	Jennifer DeGuzman
6125000	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

10/10/18	Wednesday
9:00 AM - 12:00 PM	Francisco Castro
6125001	Free

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 16**

11/7/18	Wednesday
1:00 PM - 4:00 PM	Jennifer DeGuzman
6125003	Free



Confidence 101

1 Session (4 hours of instruction)

Do you sometimes feel unsure of yourself and/or have social anxiety? Gain more confidence and leadership skills in a safe and fun environment. Besides having handouts and researched information, you'll have the opportunity to improvise and interact with other participants. Join the class so you can learn to reduce your anxiety and to perform to the best of your ability in any business or social situation.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 18**

10/13/18	Saturday
8:30 AM - 12:30 PM	Paul Chollet
0604500	Free

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 18**

12/8/18	Saturday
8:30 AM - 12:30 PM	Paul Chollet
0604501	Free

Building Self Confidence

1 Session (3 hours of instruction)

This workshop focuses on practical steps to building self-confidence. What is self-confidence? We'll examine its characteristics and show you how to increase your own.

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110**

9/12/18	Wednesday
9:00 AM - 12:00 PM	Francisco Castro
6124600	Free

NEW Vision Board Workshop: Visualize Your Goals!

1 Session (3 hours of instruction)

In this hands-on workshop, you will learn how a vision board can help you achieve your goals. You will create your very own vision board to take home as a tool to visualize your goals every day, until you meet those goals. Instructor will provide a personal in-depth look at how a vision board can assist you in achieving your goals, large or small. This is a workshop that will allow your creative side to flow as you dig deep into your personal goals.

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

9/5/18	Wednesday
1:00 PM - 4:00 PM	Alison Poroshin
6019500	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

10/3/18	Wednesday
1:00 PM - 4:00 PM	Alison Poroshin
6019501	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

11/7/18	Wednesday
1:00 PM - 4:00 PM	Alison Poroshin
6019502	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

12/5/18	Wednesday
1:00 PM - 4:00 PM	Alison Poroshin
6019503	Free

Research Your Family History

Learn effective skills for tracing your family's ancestry.
Learn how to avoid junk genealogy



Page 69

Free Get Hired Workshop Series



The Right Way to Write

4 Sessions (8 hours of instruction)

You can be more confident in business and personal writing when you know the right way to construct sentences and paragraphs. You can also be more confident when you are positive you're using the correct words. Should you use affect or effect? Who or whom? in or into? Whether you are brushing up on old skills or you need to learn the basics, this is the class for you. Class begins with the parts of speech and proper grammar, progresses through sentence structures and punctuation, and ends with methods of developing concise paragraphs. Come join the fact-filled, fast-paced fun!

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

9/4/18 - 9/25/18	Tuesday
9:00 AM - 11:00 AM	Paul Chollet
0610100	Free

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

11/27/18 - 12/18/18	Tuesday
9:00 AM - 11:00 AM	Paul Chollet
0610101	Free

The Value of Emotional Intelligence

1 Session (3 hours of instruction)

Emotional Intelligence plays a large role in today's society. This workshop discusses the value of emotional Intelligence in the workforce and outlines ways for you to increase it in yourself.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

9/6/18	Thursday
9:00 AM - 12:00 PM	Jennifer DeGuzman
6124800	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

11/14/18	Wednesday
9:00 AM - 12:00 PM	Francisco Castro
6124801	Free

Preparing for Change

1 Session (3 hours of instruction)

Change can be difficult. Learn some proactive steps to assist you with creating the change you seek in your life, related to employment, family dynamics, parenting style, organization, personal goal setting and progress, etc. We discuss normal reactions, difficulties and other elements to be aware of to assist you with your continued progress no matter what. Set yourself up for success by planning for success!

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

8/22/18	Wednesday
1:00 PM - 4:00 PM	Jennie Wise-Petrenko
6018005	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

9/19/18	Wednesday
1:00 PM - 4:00 PM	Jennie Wise-Petrenko
6018000	Free

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

10/1/18	Monday
6:30 PM - 9:30 PM	Jennifer DeGuzman
6018001	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

10/17/18	Wednesday
1:00 PM - 4:00 PM	Jennie Wise-Petrenko
6018002	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

11/21/18	Wednesday
1:00 PM - 4:00 PM	Jennie Wise-Petrenko
6018003	Free

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

12/3/18	Monday
6:30 PM - 9:30 PM	Jennifer DeGuzman
6018004	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

12/19/18	Wednesday
1:00 PM - 4:00 PM	Jennie Wise-Petrenko
6018005	Free

Learn Calligraphy!

Come learn this visual art related to writing.



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Free Get Hired Workshop Series



Family 101 with a New Job

1 Session (3 hours of instruction)

You're ready to go back to work, but, is your family ready? Learn positive reinforcement strategies, tools, and parenting tips to assist you in supporting your family and yourself during this major time of change. Your preparation is important for a smooth transition back into the workforce.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

8/8/18
1:00 PM - 4:00 PM
6017803

Wednesday
Jennie Wise-Petrenko
Free



Plan, Shop, Save, and Cook

2 Sessions (6 hours of instruction)

Do you want to make healthy choices for your family but think eating healthy is too expensive? Not familiar with how to read Nutrition Facts Labels? This is the class for you! Topics include meal planning, how to read Nutrition Facts labels, and shopping on a budget. Come and learn simple ways to save money, to prepare nutritious meals and snacks, and taste a healthy, low-cost recipe.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

8/9/18 - 8/16/18
1:00 PM - 4:00 PM
6019106

Thursday
Carrie Yarwood
Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

9/13/18 - 9/20/18
1:00 PM - 4:00 PM
6019100

Thursday
Carrie Yarwood
Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

10/11/18 - 10/18/18
1:00 PM - 4:00 PM
6019101

Thursday
Carrie Yarwood
Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

11/8/18 - 11/15/18
1:00 PM - 4:00 PM
6019102

Thursday
Carrie Yarwood
Free

Disability

Social Security Disability Explained in Plain English

1 Session (2 hours of instruction)

Applying for Social Security Disability Programs (SSDI and SSI) can be baffling and discouraging to those in need of this assistance. This class will address the steps of the disability process, clear up any questions and concerns you may have, and explain the nature of disability benefits available. Hubert Humphrey best expressed the purpose behind these programs: The moral test of government is how it treats those who are in the dawn of life, the children; those who are in the twilight of life, the aged; those who are in the shadows of life, the sick and the handicapped. We'll discuss the two Social Security Disability Programs and eligibility for each, the process and time frame of applying and ways to possibly expedite the procedure, and strategies to increase chances of obtaining a favorable decision. Rick Peasley is a local attorney who has represented clients seeking their disability benefits for over 20 years using a hands-on, personal approach.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

9/11/18
2:00 PM - 4:00 PM
3703400

Tuesday
Rick Peasley
Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 110

10/16/18
6:00 PM - 8:00 PM
3703401

Tuesday
Rick Peasley
Free



Free Get Hired Workshop Series

Career Change



Career Shift

1 Session (3 hours of instruction)

Looking to change your career? In this workshop, you'll take a fun interest assessment and discover a career that aligns with your interests. Browse groups of similar occupations to explore careers. Choose from industry, field work, science areas and more.

Placer School for Adults, 3775 Richardson Dr. Auburn PSA Rm 16

9/6/18	Thursday
6:30 PM - 9:30 PM	Jennifer DeGuzman
6120500	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 110

9/27/18	Thursday
9:00 AM - 12:00 PM	Jennifer DeGuzman
6120501	Free

Switching Gears - New Careers

1 Session (3 hours of instruction)

Career assessments are designed to find the career that is right for you, save you valuable time, and take the guessing out of your job search. Results will be based on your likes and dislikes, skills and interests. Instead of exploring dead end jobs, fast-track your search and find a career that works for you!

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

8/7/18	Tuesday
1:00 PM - 4:00 PM	Jennifer DeGuzman
6018207	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

9/4/18	Tuesday
1:00 PM - 4:00 PM	Jennifer DeGuzman
6018200	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

10/2/18	Tuesday
1:00 PM - 4:00 PM	Jennifer DeGuzman
6018201	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

11/6/18	Tuesday
1:00 PM - 4:00 PM	Jennifer DeGuzman
6018202	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

12/4/18	Tuesday
1:00 PM - 4:00 PM	Jennifer DeGuzman
6018203	Free



Career Center Computer Lab 1919 Grass Valley Hwy, Auburn



Need help with a resume, creating a cover letter, or job search? Visit our Career Center Computer Lab.

Monday – Thursdays:

8:00 AM – 4:30 PM

Fridays:

8:00 AM – 4:00 PM



Introduction to LinkedIn

1 Session (3 hours of instruction)

Do you have a LinkedIn account? Are you using it in your job search? LinkedIn is the world's largest professional networking site available. This workshop will provide you with an overview of LinkedIn and hands-on assistance from a qualified instructor while you build your profile.

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 111

8/17/18

9:00 AM - 12:00 PM

6015007

Friday

Vanessa Piper

Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/4/18

2:30 PM - 5:30 PM

6015000

Tuesday

Birdsong Sundstrom

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 111

9/21/18

9:00 AM - 12:00 PM

6015001

Friday

Vanessa Piper

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 111

10/19/18

9:00 AM - 12:00 PM

6015002

Friday

Vanessa Piper

Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

10/30/18

2:30 PM - 5:30 PM

6015003

Tuesday

Birdsong Sundstrom

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 111

11/16/18

9:00 AM - 12:00 PM

6015004

Friday

Vanessa Piper

Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

11/27/18

2:30 PM - 5:30 PM

6015005

Tuesday

Birdsong Sundstrom

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 111

12/21/18

9:00 AM - 12:00 PM

6015006

Friday

Vanessa Piper

Free

Success Story – Harrison Haines



Hello everyone
my name is
Harrison Haines.

I'm twenty-five, I went to Placer High, played football, then attended Chana high for a short period. My senior year in 2011 I hit a really rough patch in my life due to depression and self-doubt which led to unfortunate circumstances that prevented me from a productive successful career. For the next six years I had time to turn things around so I began a journey of self-improvement. I pursued education by taking correspondence classes at Lake Tahoe Community College then continued my studies at Sacramento State University. January 4th of this year I attended my first class ever with Placer School for Adults Career Center, and by January 16th I was hired at Roseville Precision, for full time employment after not having a job for over six years. The staff at Placer School for Adults are very selfless. I would like to give a special thanks to all the great staff at the Career Center. They were all so helpful and supportive as I built my resume and helped me see how I could apply my skills and be desirable for hire, and they had a positive impact on my life. I am still employed and have just recently received a significant raise. I would not have been prepared for my first interview if not for all the skills I learned from the classes I took at Placer School for Adults. This is a great school. Come on down and try it out! There are free classes that are provided to the community, and if the classes I took helped me get hired, even with my rough background, they will help anyone. Thank you so much.

Technology & Business Course Pathways

Business Office Professional – pg 36-38

- Business Office Professional 








Basic Computer Skills – pg 38-40

- PC Lab
- Meet the PC
- Basic PC Skills and Windows
- Introduction to PC/File Management/ Internet/Cloud Computing
- Introduction to Windows 10
- Welcome to Windows 10
- Managing Files and Folders and Data Backup

PC Technician and Networking– pg 41


- Troubleshooting and Repair Your PC
- PC Technician and Networking

Intermediate Computer Skills – pg 41-45

- Introduction to Microsoft Word
- Word 2016 Level 1 
- Word 2016 Level 2 
- Word 2016 Level 3 
- Microsoft Office 2016 
- Introduction to Microsoft Excel
- Microsoft Excel Intermediate
- Excel 2016 Level 1 
- Excel 2016 Level 2 
- Excel 2016 Level 3 
- Introduction to PowerPoint
- Microsoft Powerpoint Level 1
- Introduction to Outlook

Graphic Design & Desktop Publishing – pg 45

- Introduction to Creating a Brochure
- Microsoft Publisher





Throughout the Career Technical Education section:  = Certificate course

All certificate classes listed can be taken individually.

Internet Applications – pg 45-48

- Internet, World Wide Web, Search Engines
- The Cloud - Storage and More!
- Google Application Overview
- Google Web Applications
- Introduction to Internet and Gmail
- Gmail Basics, Plus Tips and Tricks
- Google Drive
- Google Drive, Contacts, and Calendars
- Google Docs
- Google Sheets
- Google Presentations/Slides
- Google Forms
- Google Hangouts - Video Conferencing



Career & Business Advancement Series pg 50-51

- Business Management
- SBA Loan Readiness
- Business Forecasting/Budgeting
- Property Management
- Public Sector Contracting 101
- Business Plan Workshop
- Accounting Level 1 
- Accounting Level 2 
- Quickbooks Pro 2015 Level 1 
- Quickbooks Pro 2015 Level 2 

Social Media – pg 54

- Introduction to Facebook

Web Design - Wordpress – pg 54

- Introduction to WordPress
- WordPress Level 1 
- WordPress Level 2 

Digital Media – pg 55

- Digital Storytelling
- A Look into Video Editing
- Video Editing with Cyberlink PowerDirector® 16

Mobile Devices – pg 55-57

- iPhone for Seniors Level 1
- iPhone for Seniors Level 2
- iPhone for Seniors Level 3
- iPhone and iPad Tips & Tricks
- iPad Level 1: Reinroduce Yourself to the Basics
- iPad Level 2: Put Your iPad to Work
- The App Conversation
- How to Use Your Samsung, Motorola, HTC or LG Smartphone

Technology & Business Course Pathways

E-Commerce – pg 57

- How to Sell on Etsy - Handmade, Vintage & Supplies
- Introduction to Selling on eBay

Photography Essentials – pg 58

- How to Use a Digital Camera (SLR and Point & Shoot)
- Advanced Digital Photography for SLR Photographers
- Aerial Photography with a Drone
- Advanced iPhone Photography
- Call to Artists - Build Your Portfolio

Digital Photo Editing – pg 59

- Photoshop Elements 14 Level 1 **C**
- Photoshop Lightroom **C**

Essential Macintosh Skills – pg 60

- Fundamental Mac Skills Workshop
- Basic Mac Skills
- Intermediate Mac Skills
- Mac Lab

Are you new to the Mac World or PC World?

Get your basic computer questions answered and practice your skills for free with our on-site instructors.

Mac Lab

3775 Richardson Drive, Rm 15

9/10/18 - 12/17/18

1:00 PM - 3:00 PM

7000000

No lab 11/12, 11/19

Mondays

Skip Doughty

Free

PC Lab

3775 Richardson Drive, Rm 17

9/5/18 - 12/19/18

1:00 PM - 3:00 PM

7001000

No lab 11/21

Wednesdays

Birdsong Sundstrom

Free

Career Center Lab

The Career Center is a professional environment dedicated to career exploration, job search, and employment skills. We have computers, printers, and copy machines which can be used for employment related purposes. We have friendly staff to help answer any questions you might have. We also have a career counselor available (by appointment). All these services are free to the public for those seeking employment.

1919 Grass Valley Highway

7/2/18 - 12/28/18

8:00 AM - 4:30 PM

8:00 AM - 4:00 PM

6999901

No lab 9/3, 11/23, 11/24, 12/24, 12/25

Mon, Tues, Weds, Thurs

Fri

Free



Business Office Professional Certification



Develop Your Skills

Improve and develop your computer skills in the Microsoft Windows and Microsoft Office desktop applications.

Within the last several years, a new computing model has emerged called The Cloud. In order to be competitive and successful, businesses must now have an online presence and The Cloud has become the platform of choice. Come meet The Cloud and learn how to make it work for you.

Construct an effective resume, write a cover letter, learn about job interview techniques and find appropriate interview apparel.

Discover powerful ways to search for employment (traditional and Web-based), learn about professional networking (LinkedIn) and how to post your resume on job boards where employers can find you.

Basic Computer Skills

- File Management
- Internet
- Gmail
- Cloud Computing

Microsoft Office 2016

- Word
- Excel
- PowerPoint

Gainful Employment

- Job Search
- Resume Creation
- Dress for Success
- Interviewing Techniques
- Guest Speakers

Business Writing

- Cover Letters
- Business Etiquette
- Composition Strategies

Approximately 150 hours of instruction for \$99.00

Placer School for Adults
3775 Richardson Drive,
Auburn, CA 95602
530-885-8585

Placer School Employment Services
1000 Sunset Blvd Suite 100, Room 198,
Rocklin

BUSINESS OFFICE PROFESSIONAL CERTIFICATION

2 LOCATIONS TO SERVE YOU BETTER

LEARN THE
SKILLS
YOU NEED
TO GET
THAT JOB!



Mandatory Orientation -

Business Office Professional

Placer School for Adults, PSA Rm 16,
3775 Richardson Dr.

Auburn, CA 95602

8/22/18

8:30 AM - 12:30 PM

0610900

Wednesday

Dudley Jude

Shannon Kilcourse

Free

Business Office Professional

Certification

Placer School for Adults, PSA Rm 16,
3775 Richardson Dr.

Auburn, CA 95602

9/4/18 - 10/31/18

8:30 AM - 2:30 PM

0610600

Mon, Tues, Wed, Thurs*

Dudley Jude

\$99

*** Optional FREE Math & English Review**

Basic math will also be reviewed with demonstrations of word problems, order of operations, fractions, per-centages, and the four basic math functions (addition, subtraction, multiplication and division). English and grammar skills.

9/6/18 - 10/25/18

12:30 PM - 3:30 PM

Thursday

Shannon Kilcourse

Free

Mandatory Orientation -

Business Office Professional

Placer County Employment Services
1000 Sunset Blvd., Suite 100, Rm 198

Rocklin, CA 95765

10/25/18

10:00 AM - 12:00 PM

0610901

Thursday

Dudley Jude

Free

Business Office Professional

Certification

Placer County Employment Services

1000 Sunset Blvd., Suite 100, Rm 198

Rocklin, CA 95765

11/5/18 - 1/24/19

* Class Times Vary

0610601

Mon, Tues, Wed, Thurs

Dudley Jude

\$99

* Class Times:

Monday, Tuesday, Thursday 12:30 AM - 4:30 PM

Wednesday

8:30 AM - 2:00 PM



REGISTER FOR BUSINESS OFFICE
PROFESSIONAL ORIENTATION
ONLINE AT WWW.PLACERONLINE.ORG

Business Office Professional

Business Office Professional Certification Orientation

1 Session (4 hours of instruction)

Students interested in finding out more about enrolling in the Business Office Professional Certification program are required to attend this mandatory, free orientation.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

8/22/18

Wednesday

8:30 AM - 12:30 PM

Dudley Jude/

0610900

Shannon Kilcourse

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

10/25/18

Thursday

10:00 AM - 12:00 PM

Dudley Jude

0610901

Free

Business Office Professional Certification

31 Sessions (93 hours of instruction)

Improve and develop your computer skills in the Microsoft Windows and Microsoft Office desktop applications including Word, Excel, PowerPoint, and Gmail.

Within the last several years, a new computing model has emerged called The Cloud. In order to be competitive and successful, businesses must now have an online presence and The Cloud has become the platform of choice. Come meet The Cloud and learn how to make it work for you. Construct an effective resume, write a cover letter, learn about job interview techniques, and find appropriate interview apparel.

Discover powerful ways to search for employment (traditional and Web-based), learn about professional networking (LinkedIn) and how to post your resume online on job boards where employers can find you. 45 minute lunch break.

Materials and services required:

1) **1. 4GB thumb drive**

2) **Gmail account**

3. **Recommended students type 25 WPM.**

4) **You must register for the MANDATORY orientation meeting held at the same location.**

After attending the orientation, you can call our office at 530-885-8585 to enroll (with your credit card) or visit our office to enroll with cash, check, or credit card.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/4/18 - 10/31/18

Mon, Tues, Wed

8:30am - 2:30pm

Dudley Jude

0610600

\$99

***Optional Math Review - Basic math will also be reviewed with demonstrations of word problems, order of operations, fractions, percentages, and the four basic math functions (addition, subtraction, multiplication, and division).**

*9/6 - 10/25

Thursday

12:30pm - 3:30pm

Shannon Kilcourse

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 198

11/5/18 - 1/24/19

Mon, Tues, Wed, Thurs

*Class Times Vary

Dudley Jude

0610601

\$99

*Mon, Tues, and Thurs 12:30 PM - 4:30 PM

* Wed 8:30 AM - 2:00 PM

No class 11/12, 11/19 - 11/22

Basic Computer Skills

PC Lab

Are you new to the PC World? Get your basic PC questions answered and practice your PC skills for free with our on-site instructor.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

9/5/18 - 12/19/18

Wednesday

1:00 PM - 3:00 PM

Birdsong Sundstrom

7001000

Free

No class 10/3, 11/7



Meet the PC

1 Session (6 hours of instruction)

This workshop provides you with a broad, general introduction to hardware and software fundamentals, productivity software, graphics, keyboard layout, and storage media.

Prerequisite: PC Fundamentals Workshop or equivalent.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

8/18/18

Saturday

8:30 AM - 3:30 PM

Kevin Nations

0610200

\$10

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/8/18

Saturday

8:30 AM - 3:30 PM

Kevin Nations

0610201

\$10

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

11/3/18

Saturday

8:30 AM - 3:30 PM

Pedro Pires

0610202

\$10

Basic PC Skills and Windows

1 Session (3 hours of instruction)

Get a broad, general introduction to hardware and software fundamentals, productivity software, graphics, keyboard layout, and storage media. We will also discuss the newest Windows interface.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

8/20/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015107	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

9/17/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015100	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

10/15/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015101	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

12/10/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015102	Free

Introduction to PC/File Management/Internet/Cloud Computing

1 Session (3 hours of instruction)

This workshop provides you with a broad, general introduction to hardware and software fundamentals, productivity software, graphics, keyboard layout, and storage media. You'll create, manage, organize, and save your files to storage on a PC. Storage areas include the hard drive, USB removable storage devices, CD's/ DVD's, and the newest storage area called The Cloud. Web browsers and search engines will be covered and how each one is used. Examples of Web browsers are Google Chrome, Internet Explorer, Edge, Safari, and Mozilla Firefox.

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

08/14/18	Tuesday
08:30 AM - 11:30 AM	Pedro Pires
6015700	Free

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

08/28/18	Tuesday
08:30 AM - 11:30 AM	Pedro Pires
6015701	Free

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

09/11/18	Tuesday
08:30 AM - 11:30 AM	Pedro Pires
6015702	Free

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

09/25/18	Tuesday
08:30 AM - 11:30 AM	Pedro Pires
6015703	Free



Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

10/09/18	Tuesday
08:30 AM - 11:30 AM	Pedro Pires
6015704	Free

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

10/23/18	Tuesday
08:30 AM - 11:30 AM	Pedro Pires
6015705	Free

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

11/06/18	Tuesday
8:30 AM - 11:30 AM	Pedro Pires
6015706	Free

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

11/20/18	Tuesday
8:30 AM - 11:30 AM	Pedro Pires
6015707	Free

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

12/04/18	Tuesday
8:30 AM - 11:30 AM	Pedro Pires
6015708	Free

Placer County Employment Services,
1000 Sunset Blvd. Rocklin Rm 220 C

12/18/18	Tuesday
8:30 AM - 11:30 AM	Pedro Pires
6015709	Free

New to Computers? Need Extra Help?

Visit our PC LAB
on Wednesdays
from 1:00 PM -
3:00 PM

Placer School
for Adults, 3775
Richardson Dr.
Room 17





Introduction to Windows 10

1 Session (2.5 hours of instruction)

Come get acquainted with all the new features in Windows 10. Meet the new start menu along with many apps you can use daily. Check out the multiple desktops along with the new Edge Browser and learn how to personalize Windows to your own tastes.

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

9/7/18	Friday
1:00 PM - 3:30 PM	Roy Salisbury
6123200	Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

10/19/18	Friday
1:00 PM - 3:30 PM	Roy Salisbury
6123201	Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

11/9/18	Friday
1:00 PM - 3:30 PM	Roy Salisbury
6123202	Free

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

12/14/18	Friday
1:00 PM - 3:30 PM	Skip Doughty
6123203	Free

Welcome to Windows 10

1 or 3 Session(s) (6 or 9 hours of instruction)

Come explore Windows 10 (Microsoft's latest operating system). There's a new start menu, multiple desktops, new ways to manage apps, an integrated start menu, a new version of Internet Explorer called Edge and new ways to manage multiple running programs and apps. We'll cover file management, personalizing Windows 10, built-in backup/restore, and operating system restore points.

Prerequisite: Meet the PC or equivalent.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

8/25/18	Saturday
8:30 AM - 3:30 PM	Kevin Nations
6119000	\$10

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/15/18	Saturday
8:30 AM - 3:30 PM	Kevin Nations
6119002	\$10

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/10/18 - 9/24/18	Monday
6:30 PM - 9:30 PM	Kevin Nations
6119001	\$10

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

10/22/18 - 11/5/18	Monday
6:30 PM - 9:30 PM	Kevin Nations
6119003	\$10

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 16**

11/10/18	Saturday
8:30 AM - 3:30 PM	Pedro Pires
6119004	\$10



Managing Files and Folders and Data Backup

1 Session (6 hours of instruction)

A cluttered desktop can leave your computer running slowly. Learn to store, organize, and move files and folders. Learn about external storage devices (CDs, DVDs, and USB flash drives) and how to backup your computer to prevent data loss.

Prerequisite: PC Fundamentals Workshop or basic PC skills recommended.

Bring 1 GB flash drive to class. Prerequisite: PC Fundamentals Workshop or basic PC skills recommended.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/1/18	Saturday
8:30 AM - 3:30 PM	Kevin Nations
6004800	\$10

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/22/18	Saturday
8:30 AM - 3:30 PM	Kevin Nations
6004801	\$10

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 16**

11/17/18	Saturday
8:30 AM - 3:30 PM	Kevin Nations
6004802	\$10

Stressed? Come Dance it Out!

Our fitness classes are a great outlet for tension.

See all our class offerings on pages 65 & 66.



PC Technician and Networking

Troubleshoot and Repair Your PC

2 Sessions (6 hours of instruction)

We will cover the major components of a computer, how to maintain its functionality and how to troubleshoot it when something goes wrong. This course is open to beginners as well as those with prior experience.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/4/18 - 9/11/18

Tuesday

6:00 PM - 9:00 PM

Pedro Pires

6015800

\$38

PC Technician and Networking

12 Sessions (36 hours of instruction)

Interested in becoming a computer technician or joining the IT field? This introductory course will cover a wide range of skills which will assist you on your career path. Areas of focus will include understanding the PC, introduction to hardware and software, networking (including home and small office), PC repair, and troubleshooting. You will be prepared to continue on with a CompTIA A+ certification program.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/18/18 - 12/11/18

Tuesday

6:00 PM - 9:00 PM

Pedro Pires

6015900

\$189

No class 11/20

Intermediate Computer Skills



Introduction to Microsoft Word

1 Session (3 hours of instruction)

Use Microsoft Word basic tools to create, format, and edit text and graphics. Create a business letter, memorandum, press release, and simple reports.

Placer County Employment Services, 1000 Sunset

Blvd, Suite 100, Rocklin Rm 198

08/16/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015200

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 106

8/27/18

Monday

9:00 AM - 12:00 PM

Skip Doughty

6015206

Free

Placer County Employment Services, 1000 Sunset
Blvd, Suite 100, Rocklin Rm 198

08/30/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015201

Free

Placer County Employment Services, 1000 Sunset
Blvd, Suite 100, Rocklin Rm 198

09/13/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015202

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

9/24/18

Monday

9:00 AM - 12:00 PM

Skip Doughty

6015203

Free

Placer County Employment Services, 1000 Sunset
Blvd, Suite 100, Rocklin Rm 198

09/27/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015204

Free

Placer County Employment Services, 1000 Sunset
Blvd, Suite 100, Rocklin Rm 198

10/11/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015205

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

10/22/18

Monday

9:00 AM - 12:00 PM

Skip Doughty

6015207

Free

Placer County Employment Services, 1000 Sunset
Blvd, Suite 100, Rocklin Rm 198

10/25/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015208

Free

Placer County Employment Services, 1000 Sunset
Blvd, Suite 100, Rocklin Rm 198

11/08/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015209

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

11/19/18

Monday

9:00 AM - 12:00 PM

Skip Doughty

6015210

Free

Placer County Employment Services, 1000 Sunset
Blvd, Suite 100, Rocklin Rm 198

12/06/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015211

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

12/17/18

Monday

9:00 AM - 12:00 PM

Skip Doughty

6015212

Free

Placer County Employment Services, 1000 Sunset
Blvd, Suite 100, Rocklin Rm 198

12/20/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015213

Free

Word 2016 Level 1

5 Sessions (12.5 hours of instruction)

Use Microsoft Word 2016 basic tools to create, format, and edit text and graphics. Create a business letter, memorandum, press release, and simple reports.

Prerequisites: Knowledge of Windows 7, 8 or 10 and Managing Files and Folders or equivalent.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 17

9/4/18 - 10/2/18

Tuesday

6:30 PM - 9:00 PM

Kevin Nations

6211000

\$35/Book included

Word 2016 Level 2

5 Sessions (12.5 hours of instruction)

Building on Level 1, you'll learn more intermediate features of Microsoft Word. Topics will include newsletter columns, WordArt and Clip Art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents, and indexes.

Prerequisites: Microsoft Word Level 1, Windows 7, 8 or 10 and Managing Files and Folders or equivalent.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 17

10/9/18 - 11/6/18

Tuesday

6:30 PM - 9:00 PM

Kevin Nations

6211100

\$35/Book included

Word 2016 Level 3

5 Sessions (12.5 hours of instruction)

Building on Levels 1 and 2, you'll learn how to collaborate, highlight, track, and review changes. Other skills include saving and sending files, sharing and securing documents, compatibility, restricting editing, and digital signatures. You'll also learn about personalizing Word with customized setup options, automating tasks with macros, integrating Word with Excel, PowerPoint and the web, embedding links to data and objects, and creating PDFs and web pages from Word documents.

Prerequisites: Word Level 1 and Word Level 2, Windows 7, 8 or 10 and Managing Files and Folders or equivalent.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 17

11/13/18 - 12/18/18

Tuesday

6:30 PM - 9:30 PM

Kevin Nations

6211200

\$35/Book included

No class 11/20



Microsoft Office 2016

5 Sessions (15 hours of instruction)

Learn the basics of the Microsoft Office applications: Word (word processing), Excel (spreadsheet), and PowerPoint (presentation).

Prerequisites: Basic computer skills and Managing Files and Folders recommended.
Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

9/28/18 - 10/26/18

Friday

6:30 PM - 9:30 PM

Kevin Nations

6000200

\$35/Book included



Introduction to Microsoft Excel

1 Session (3 hours of instruction)

Covering Microsoft Excel's basic interface, including the quick access toolbar, the ribbon, creating formulas, formatting cells, inserting and deleting columns, rows and cells. You will learn the different Excel data types, how to save and retrieve workbooks. You will how to select a cell and a range of cells, how to edit with Cut, Copy and Paste, and how to clear formats and cell contents. Time permitting, we'll also take a look at autofill, autocomplete, creating a basic Excel formula, and using the auto sum function.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

8/6/18

Monday

9:00 AM - 12:00 PM

Skip Doughty

6015306

Free

Placer County Employment Services, 1000 Sunset Blvd. Rocklin Rm 220 C

08/23/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015300

Free

Placer County Employment Services, 1000 Sunset Blvd. Rocklin Rm 220 C

09/06/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015301

Free

Placer County Employment Services, 1000 Sunset Blvd. Rocklin Rm 220 C

09/20/2018

Thursday

08:30 AM - 11:30 AM

John Bramow

6015302

Free

Want to learn a foreign language?



Take Beginning
Japanese
Conversation listed
on page 68.

**Destiny Community Center, 6850 Five Star Blvd,
Rocklin, Rm 503**

9/27/18 Thursday
8:30 AM - 11:30 AM Roosevelt Kent
6015312 Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

10/1/18 Monday
9:00 AM - 12:00 PM Skip Doughty
6015303 Free

**Placer County Employment Services, 1000 Sunset
Blvd. Rocklin Rm 220 C**

10/04/2018 Thursday
08:30 AM - 11:30 AM John Bramow
6015304 Free

**Placer County Employment Services, 1000 Sunset
Blvd. Rocklin Rm 220 C**

10/18/2018 Thursday
08:30 AM - 11:30 AM John Bramow
6015305 Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

10/29/18 Monday
9:00 AM - 12:00 PM Skip Doughty
6015306 Free

**Placer County Employment Services, 1000 Sunset
Blvd. Rocklin Rm 220 C**

11/01/2018 Thursday
08:30 AM - 11:30 AM John Bramow
6015307 Free

**Destiny Community Center, 6850 Five Star Blvd,
Rocklin, Rm 503**

11/8/18 Thursday
8:30 AM - 11:30 AM Roosevelt Kent
6015313 Free

**Placer County Employment Services, 1000 Sunset
Blvd. Rocklin Rm 220 C**

11/15/2018 Thursday
08:30 AM - 11:30 AM John Bramow
6015308 Free

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

11/26/18 Monday
9:00 AM - 12:00 PM Skip Doughty
6015309 Free

**Placer County Employment Services, 1000 Sunset
Blvd. Rocklin Rm 220 C**

11/29/2018 Thursday
08:30 AM - 11:30 AM John Bramow
6015310 Free

**Placer County Employment Services, 1000 Sunset
Blvd. Rocklin Rm 220 C**

12/13/2018 Thursday
08:30 AM - 11:30 AM John Bramow
6015311 Free

NEW Microsoft Excel Intermediate

1 Session (3 hours of instruction)

This course builds on Introduction to Microsoft Excel. You will create advanced workbooks and worksheets. Learn advanced formulas and Functions such as IF, SUMIF, VLOOKUP, DATE and TIME Functions. You will learn how to create dazzling charts and graphs.

Prerequisites: Excel Basics.

**Destiny Community Center, 6850 Five Star Blvd,
Rocklin, Rm 503**

9/27/18 Thursday
12:00 PM - 3:00 PM Roosevelt Kent
6211300 Free

**Destiny Community Center, 6850 Five Star Blvd,
Rocklin, Rm 503**

11/8/18 Thursday
12:00 PM - 3:00 PM Roosevelt Kent
6211301 Free

Excel 2016 Level 1

5 Sessions (15 hours of instruction)

Excel Level 1 provides thorough introductory training in Excel. We'll cover beginning-level skills ideal for the newer computer user who wants to become well-versed in Excel. This class will help you prepare to pass Excel proficiency exams when applying for a job. Topics covered include the Ribbon interface, creating formulas, formatting cells, and inserting and deleting columns, rows, cells and more.

Prerequisite: Knowledge of Windows, Managing Files and Folders, and basic computer skills. Must have access to an email account, Excel 2016, and bring USB thumb drive to class. Other Excel versions subject to instructor approval.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

9/12/18 - 10/10/18 Wednesday
6:30 PM - 9:30 PM John Murphy
6210000 \$35/Book included

**PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106**

11/29/18 - 12/20/18 Thursday
8:30 AM - 11:30 AM Skip Doughty
6210001 \$35/Book included

Get Cooking!

Step up your culinary skills with our cooking classes. Check out the full selection on pages 62-63



Excel 2016 Level 2

5 Sessions (15 hours of instruction)

Build on your foundation from Level 1 with more complex skills. Topics include formatting cell contents, managing multiple-sheet workbooks, applying advanced functions and data analysis, utilizing templates, and printing your work.

Prerequisite: Basic knowledge of Windows, Managing Files and Folders, and Excel 2016 Level 1 recommended. Must have access to an email account, Excel 2016, and bring USB thumb drive to class. Other Excel versions subject to instructor approval.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

10/17/18 – 11/14/18

Wednesday

6:30 PM – 9:30 PM

John Murphy

6210100

\$35/Book included

Excel 2016 Level 3

1 Session (6 hours of instruction)

Work with Excel Tables and Ranges, Data integrity, Subtotals, and Data Validation. You'll learn to use a variety of Excel Functions such as: IF, SUMIF, VLOOKUP, DATE, and TIME Functions. You'll also learn to use Names in formulas and Formula Auditing Tools as well as PIVOT TABLES and much more.

Prerequisites: Excel 2016 Level 2, knowledge of Windows, Managing Files and Folders, and basic computer skills. Must have an email account, access to Excel 2016 (other versions subject to instructor approval). Bring a USB thumb drive to class.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

11/17/18

Saturday

8:30 AM - 3:30 PM

John Murphy

6210200

\$35/Book included



Introduction to PowerPoint

1 Session (3 hours of instruction)

Get an overview of PowerPoint including navigation of the various features and tools. Learn the PowerPoint ribbon and menu sections and discuss the various parts and views of the program. This class is a great introduction to PowerPoint to help beginners create effective slides and presentations.

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

8/21/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015600

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

8/21/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015600

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

9/04/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015601

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

9/18/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015602

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

10/02/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015603

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

10/16/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015604

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

10/30/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015605

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

11/13/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015606

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

11/27/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015607

Free

Placer County Employment Services, 1000 Sunset Blvd, Suite 100, Rocklin Rm 220C

12/11/2018

Tuesday

8:30 AM - 11:30 AM

Pedro Pires

6015608

Free

Microsoft PowerPoint Level 1

3 Sessions (9 hours of instruction)

PowerPoint is the perfect tool to create captivating presentations for your audience. Learn to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations. We will include the integration of MS Office tables and charts. Polish your presentation skills by creating and delivering your own presentations in class.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

9/10/18 - 9/24/18

Monday

6:30 PM - 9:30 PM

John Murphy

6123500

Free



Introduction to Outlook

2 Sessions (6 hours of instruction)

Get an overview of Outlook including navigation of the various features and tools. View the Outlook ribbon and menu sections, and discuss the various features including Mail, Calendar, Contacts, and Tasks. This class is a great introduction to Outlook to help beginners get a jump start on learning Microsoft's communication, time, and information management programs.

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 111

10/29/18 - 11/5/18

6:30 PM - 9:30 PM

6123600

Monday

John Murphy

Free

Desktop Publishing



Introduction to Creating a Brochure

1 Session (3 hours of instruction)

This one day class will get you started and on your way to creating your own brochures to advertise your business or event. Create your own two-sided brochure that folds three ways. It's easy and fun to experiment with templates that are free and available for you to use. It's a copy and paste process using pictures from your own computer or online. You will also learn to streamline your words to attract people to your message.

Prerequisite: Basic computer skills

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/15/18

9:00 AM - 12:00 PM

6012200

Saturday

Mila Johansen

\$28



NEW Microsoft Publisher

1 Session (3 hours of instruction)

Microsoft Publisher is an entry-level desktop publishing application that differs from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing. You will create a publication, insert and format text and graphic boxes, customize page layout and templates.

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

10/11/18

8:30 AM - 11:30 AM

6211400

Thursday

Roosevelt Kent

Free

Internet Applications

Internet, World Wide Web, Search Engines, Web Browsers

1 Session (3 hours of instruction)

Learn more about the Internet, World Wide Web, search engines, web browsers, and their differences. Topics will include different common browsers, searching the Web, setting your homepage, and troubleshooting common problems.

Prerequisite: General computer skills.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/5/18

6:30 PM - 9:30 PM

6123700

Wednesday

Skip Doughty

Free



The Cloud - Storage and More!

1 Session (2 hours of instruction)

Ever wondered what "The Cloud" really is? This introductory workshop will introduce you to the concept of The Cloud and show you how you can use it in both your personal and your professional life.

Prerequisite: General computer/internet skills.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/10/18

6:30 PM - 8:30 PM

6124401

Monday

Skip Doughty

Free

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/17/18

6:30 PM - 8:30 PM

6124400

Monday

Skip Doughty

Free

Google Applications



NEW Google Application Overview

1 Session (2.5 hours of instruction)

Learn the power of Google! Did you know that you have access to many free applications just because you have a Gmail account? Applications include Google Calendar, Contacts, Hangouts (video conferencing), Drive (cloud storage), Docs (create documents), Sheets (spreadsheets), Slides (presentations), and Forms (surveys). All of these are FREE apps provided by Google saving you hundreds of dollars. Learn all the benefits as we discuss these various applications of cloud computing. Learn how you can increase your productivity and collaboration with family, friends, and co-workers. These Apps are usable on any operating system (Mac or PC), computer, phone or tablet, etc.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

9/12/18	Wednesday
6:30 PM - 9:00 PM	Michele Raymond
6220000	Free

Google Web Applications

1 Session (2 hours of instruction)

You'll learn to use Google's current web applications including Gmail Inbox, Google Calendars, Hangouts, Drive, Docs, and Sheets.

Prerequisite: General computer/internet skills.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/25/18	Tuesday
6:30 PM - 8:30 PM	Skip Doughty
6124500	Free



Introduction to Internet and Gmail

1 Session (3 hours of instruction)

What is the Internet? What is the World Wide Web? What is Email? What is Webmail? Get the answers and learn how to use search engines like Google, Bing, and Yahoo and Web browsers like Google Chrome, Internet Explorer, Edge, Safari, and Mozilla Firefox. Meet Google's Webmail (Gmail) and learn to send and receive messages and send an attachment.

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

8/13/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015407	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

9/10/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015400	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

10/8/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015401	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

11/5/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015402	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

12/3/18	Monday
9:00 AM - 12:00 PM	Skip Doughty
6015403	Free

NEW Gmail Basics, Plus Tips and Tricks

1 Session (2.5 or 3 hours of instruction)

Did you know that in order to be able to access Google Apps, you need to have a Google Gmail account? In this class, you will master the basics of composing, sending, and replying to email in Gmail, Google's powerful email service. You will learn how to best organize and work with your inbox, search email, and use shortcuts so you're more productive and effective. You will learn how to configure your Gmail account and settings—from adding additional email accounts to configuring desktop alerts and notifications. Find out how to keep track of your most important contacts by creating and editing groups.

Prerequisites: Students must test their Gmail account and password prior to coming to class to ensure that it is working correctly.

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

9/6/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220201	Free

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

9/6/18	Thursday
12:00 PM - 3:00 PM	Roosevelt Kent
6220202	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn
PSA CC Rm 106

9/19/18	Wednesday
6:30 PM - 9:00 PM	Michele Raymond
6220200	Free

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

10/18/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220203	Free

Google Applications



NEW Google Drive

1 Session (3 hours of instruction)

Did you know that in order to be able to access Google Drive, you need to have a Google Gmail account? Discover how to work smarter with Google Drive. You will learn how to get started with this popular cloud-based file storage and word processing, spreadsheet, and presentation software. You will learn the differences between Drive and Docs, and how to organize, sync, and locate your Drive files. You will learn how to create and edit documents, spreadsheets, and presentation slides directly in Google Drive.

Prerequisites: Students must test their Gmail account and password prior to coming to class to ensure that it is working correctly.

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

9/13/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220900	Free

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

9/13/18	Thursday
12:00 PM – 3:00 PM	Roosevelt Kent
6220901	Free

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

10/25/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220902	Free



Google Drive



Google Contacts



Google Calendar

NEW Google Drive, Contacts, and Calendars

1 Session (2.5 hours of instruction)

All three of these applications allow you to save and store your information in the cloud. Learn more about storing your documents, contacts, and calendars in the cloud so you never lose important information again. Google Drive allows you to store files on their servers, synchronize files across devices, and share files. Access your information from anywhere you have the Internet. Google Contacts is an online address book that allows you to customize information fields to your liking. With Google Calendar you will never forget an appointment again, Google will send you reminders for those important dates.

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

9/26/18	Wednesday
6:30 PM - 9:00 PM	Michele Raymond
6220100	Free

NEW Google Docs

1 Session (2.5 or 3 hours of instruction)

Bring your documents to life and learn how to create and edit them wherever you go for free. Build documents with rich formatting, images, and tables. You will learn how to get around Google Docs' web-based interface, create new documents, and how to add features like footnotes, page numbering, headers and footers. Make documents more engaging by adding images, creating objects, and tables. Learn how to collaborate with family, friends, and coworkers from your phone, tablet, or computer sharing your docs in real-time, simultaneous collaboration. Google Docs will even help you get a head start with templates.

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

9/20/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220301	Free

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

9/20/18	Thursday
12:00 PM – 3:00 PM	Roosevelt Kent
6220302	Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn PSA CC Rm 106

10/3/18	Wednesday
6:30 PM - 9:00 PM	Michele Raymond
6220300	Free

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

11/1/18	Thursday
8:30 AM - 11:30 AM	Roosevelt Kent
6220303	Free

Want to start a business and not sure how to get going?

Do you already have a business, but need some support? Come get connected with Auburn Chamber of Commerce and Small Business Administration. Check out pages 50-51 and come make some great connections.



Google Applications



NEW Google Sheets

1 Session (3 hours of instruction)

Learn how to create professional spreadsheets using Google Sheets. This application includes most of the same functions as Microsoft Excel but is free if you have a Gmail account. Google Sheets allows multiple people to work in a spreadsheet simultaneously.

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 106

10/10/18

6:30 PM - 9:00 PM

6220400

Wednesday

Michele Raymond

Free



NEW Google Presentation/Slides

1 Session (2.5 or 3 hours of instruction)

Have you ever wanted to create a presentation, but did not want to spend the money purchasing software that you would rarely use? If so, Google Slides is just for you! Learn how to create professional presentations by yourself or in collaboration with others at the same time. With Google Slides, you will create, edit, view, present, and share your slideshow presentation that integrates text with visual images, charts and graphs, and other multimedia to captivate your audience. Many templates are available to help you get started.

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

10/4/18

8:30 AM - 11:30 AM

6220501

Thursday

Roosevelt Kent

Free

Destiny Community Center, 6850 Five Star Blvd, Rocklin, Rm 503

10/4/18

12:00 PM - 3:00 PM

6220502

Thursday

Roosevelt Kent

Free

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 106

10/17/18

6:30 PM - 9:00 PM

6220500

Wednesday

Michele Raymond

Free

NEW Google Forms

1 Session (2.5 hours of instruction)

Want to send out a survey but was not sure what to do, which software to use, or how to get started? Create a new survey on your own or collaborate with others at the same time with Google Surveys. You can choose from a variety of beautiful themes or create your own and learn how to analyze your results in Google Forms, all for free from Google.

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 106

10/24/18

6:30 PM - 9:00 PM

6220600

Wednesday

Michele Raymond

Free



NEW Google Hangouts - Video Conferencing

1 Session (2.5 hours of instruction)

Bring the conversation to life by using this powerful video conferencing tool from Google. Connect with friends, family, and coworkers face-to-face, across the world, online, using a computer, Android, or Apple device. This application allows you to screen share and collaborate using many of the Google Applications.

PSA Career Center, 1919 Grass Valley Hwy, Auburn

PSA CC Rm 106

10/31/18

6:30 PM - 9:00 PM

6220700

Wednesday

Michele Raymond

Free

Come learn to play the Organ and Keyboard!

It's relaxing and fun!
Check out page 66 for all the details.





MAINTAINING QUALITY EDUCATION AT PLACER HIGH SCHOOL

PREPARING PLACER HIGH SCHOOL STUDENTS FOR FUTURE SUCCESS

Placer High School has offered an excellent education to students in the Auburn community since 1897. We are committed to providing a learning environment that maximizes our students' potential, but state budget cuts have reduced funding in our district by \$32 million over the past five years. Placer High School is now underfunded, aging and in need of repairs.



Leaky roofs at Placer High School damage classrooms and disrupt class.

FACILITIES AT PLACER HIGH SCHOOL ARE NEARLY 80 YEARS OLD AND REQUIRE UPDATES

Many of the buildings at Placer High School are nearly 80 years old and in urgent need of repairs. Leaking roofs and decaying walls need to be fixed, and broken plumbing and bathrooms require updating. Placer High School needs upgrades to air conditioning, heating, electrical systems and wiring for computer technology, as well as accessibility improvements for students with disabilities.

Our local high school needs additional updates to help prepare our students to succeed in today's world. Placer High School's vocational and career education programs need upgraded equipment, technology and classrooms to provide students with real-world skills prior to graduation. These improvements are needed to develop the vital skills required for success at community colleges, universities and 21st-century jobs.

A LOCAL PROPOSAL TO FUND IMPROVEMENTS AT PLACER HIGH SCHOOL

To fund critical repairs and updates at Placer High School, the Placer Union High School District Board of Trustees is considering placing a \$42 million bond measure on an upcoming 2018 ballot. Funds from the measure would be used exclusively for improvements at Placer High School and could not be used for other high schools. If passed, this measure would:

- Repair and replace deteriorating classrooms to attract and retain highly-qualified teachers
- Repair leaky roofs, gas lines, plumbing and bathrooms
- Maintain safe drinking water
- Upgrade math, computer, engineering and science labs to help prepare students for college and careers
- Upgrade security and safety systems, including safety doors, smoke alarms and smoke detectors
- Provide space and technology to prepare students for available local jobs in fields like agriculture, business, engineering and law enforcement

STRICT FISCAL ACCOUNTABILITY WOULD BE REQUIRED

- By law, all funds must stay local to upgrade Placer High School and could not be taken by the State or used in any other school
- Strict fiscal accountability would be required, including a Citizens' Oversight Committee and independent annual financial audits
- No funding could be used for administrators' or teachers' salaries or pensions

WE VALUE YOUR INPUT

As we work to address critical facility needs at Placer High School, we want to hear from you. Please contact Principal Steve Caminiti at scaminiti@puhsd.k12.ca.us for more information.

Career and Business Advancement Series



FREE Q and A Workshop: Business Classes

PSA Career Center
1919 Grass Valley Hwy
Auburn PSA CC Rm 106
 Tuesday August 21st
 6:30 PM – 7:30 PM
 #6008800

NEW Business Management

5 Sessions (15 hours of instruction)

Introduction to the fundamental processes and terms encountered when operating a company. We'll review basic management principles, effective project management, what to expect when hiring employees and how to avoid common mistakes. Learn how tax laws impact companies, how to obtain business financing, raise capital, and get a basic understanding of business contracts.

Prerequisite: Introduction to Excel

**PSA Career Center, 1919 Grass Valley Hwy,
Auburn PSA CC Rm 106**

9/6/18 - 10/4/18	Thursday
6:00 PM - 9:00 PM	John Bramow
6130500	Free

SBA Loan Readiness

1 Session (1.5 hours of instruction)

Come learn about Small Business Administration (SBA) guaranteed loan programs, SBA and bank loan requirements and application process, types of loans that fit your business needs, lenders that fund start-up businesses, and how to prepare your lending package for success. This class is for budding entrepreneurs and business owners who want to grow their existing business. The SBA offers a variety of loan-guaranteed programs for both start-up and existing businesses.

**PSA Career Center, 1919 Grass Valley Hwy,
Auburn PSA CC Rm 106**

9/12/18	Wednesday
10:00 AM - 11:30 AM	David Castaneda
6192000	Free

NEW Business Forecasting/Budgeting

5 Sessions (15 hours of instruction)

An introduction to forecasting business sources of income and direct/indirect costs associated with earning income. Topics include: defining terms used in forecasting, direct, indirect, overhead, and administration costs. Learn about basic financial calculations that can be used in determining product costs and bidding projects.

Prerequisite: Introduction to Excel and Accounting Level 1

**PSA Career Center, 1919 Grass Valley Hwy,
Auburn PSA CC Rm 106**

9/25/18 - 10/23/18	Tuesday
6:00 PM - 9:00 PM	John Bramow
6130400	Free

NEW Property Management

4 Sessions (12 hours of instruction)

Introduction to the fundamentals of managing investment property. Topics include: understanding income/costs associated with rental property, doing your homework prior to purchasing rental property, self-management vs. hiring a property manager, tax benefits, selling rental property, and Section 1031 Like Kind Exchange. We'll also review a rental decision and tracking worksheet.

Prerequisite: Introduction to Excel.

**PSA Career Center, 1919 Grass Valley Hwy,
Auburn PSA CC Rm 106**

10/11/18 - 11/1/18	Thursday
6:00 PM - 9:00 PM	John Bramow
6130600	Free

Public Sector Contracting 101

1 Session (1.5 hours of instruction)

This workshop will give you an overview of the federal and other public sector contracting processes including registration, small business certifications, looking for opportunities, and marketing to the public sector. Class is geared towards those who want to learn how to do business with public sector agencies. Offered by SBA.

**PSA Career Center, 1919 Grass Valley Hwy,
Auburn PSA CC Rm 106**

10/17/18	Wednesday
10:00 AM - 11:30 AM	Paul Tavernia
6194000	Free

Career and Business Advancement Series

Business Plan Workshop

4 Sessions (12 hours of instruction)

Why do you need a business plan? This class will get you the information you need. A business plan details the nature of your business, your sales and marketing strategies, and projects your income and expenses. This plan will document your company's road map, management tools, components of financial applications, and how you will raise equity capital.

Prerequisite: *Introduction to Excel and Accounting Level 1*

PSA Career Center, 1919 Grass Valley Hwy,
Auburn PSA CC Rm 106

11/27/18 - 12/18/18

Tuesday

6:00 PM - 9:00 PM

John Bramow

6130700

Free

FREE Q and A Workshop:
Accounting and
QuickBooks
Computer Lab
13055 Bill Francis Dr., Auburn
Wednesday August 22nd
6:30 PM – 7:30 PM
#6007800

Accounting Level 1

5 Sessions (15 hours of instruction)

Introduction to terms, concepts, and applications of double-entry accounting for a proprietary service business. Topics covered include: cash transactions, preparation of general journal entries, and posting. You'll identify accounting terms and concepts as appropriate to the accounting cycle, journalize transactions in general journal format using the double-entry framework of debits and credits and post transactions to the general ledger accounts. No experience necessary.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/5/18 - 10/3/18

Wednesday

6:00 PM - 9:00 PM

Susan Ray

6012000

\$68

Placer County Employment Services, 1000 Sunset Blvd. Rocklin Rm 105

9/7/18 - 10/5/18

Friday

9:00 AM - 12:00 PM

John Bramow

6012001

\$68

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

10/5/18 - 11/2/18

Friday

9:00 AM - 12:00 PM

Susan Ray

6012002

\$68

Accounting Level 2

5 Sessions (15 hours of instruction)

Continuation of the Accounting Cycle. Learn Adjusting and Closing Entries. Learn to prepare financial Statements and conduct Finance Statement analysis; learn to properly make adjusting entries and preparing bank reconciliations. Complete a comprehensive accounting problem that covers the accounting cycle from beginning to end.

Prerequisite: *Accounting Level 1 or instructor's approval.*

Tech/Adult Center Computer Lab
13055 Bill Francis Drive, Auburn

10/10/18 - 11/7/18

Wednesday

6:00 PM - 9:00 PM

Susan Ray

6012100

\$68

Placer County Employment Services, 1000 Sunset Blvd. Rocklin Rm 105

10/12/18 - 11/16/18

Friday

9:00 AM - 12:00 PM

John Bramow

6012101

\$68

No class 11/9

Tech/Adult Center Computer Lab
13055 Bill Francis Drive, Auburn

11/9/18 - 12/14/18

Friday

9:00 AM - 12:00 PM

Susan Ray

6012102

\$68

No class 11/23

QuickBooks Pro 2015 Level 1

5 Sessions (15 hours of instruction)

You'll create a sample company and learn how to use items, classes, and accounts, input purchase and sales transactions by writing checks, using check registers, credit card accounts, petty cash accounts, accounts payable, accounts receivable, and reconcile bank and credit card accounts.

Prerequisite: *Accounting Level 1 and Level 2 or accounting knowledge.*

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

10/9/18 - 11/6/18

Tuesday

6:00 PM - 9:00 PM

Susan Ray

6130300

\$68/Book included

QuickBooks Pro 2015 Level 2

5 Sessions 15 hours of instruction

You'll explore advanced topics in QuickBooks including inventory, payroll, preparing estimates, tracking and billing for time, working with financial statements, creating budgets, and correcting and customizing. You'll experience QuickBooks with hands-on exercises and case studies.

Prerequisite: *QuickBooks Level 1.*

Tech/Adult Center Computer Lab
13055 Bill Francis Drive, Auburn

11/13/18 - 12/18/18

Tuesday

6:00 PM - 9:00 PM

Susan Ray

6130200

\$68/Book included

No class 11/20



CAREER CENTER OPEN HOUSE



Wednesday, August 15th
10:00 AM - 2:00 PM

Placer County Employment Services and Placer School for Adults just won a NACo (National Association of Counties) award for the collaboration on our “Get Hired Series”.

Purchase your lunch from Maria’s Taco Truck.

Come join us and see what all the fuss is all about!

1919 Grass Valley Hwy, Auburn, CA 95603

For more information: 530-885-8585 ext. 6010



Room 15 - Check out our Mac Program, iPhone, iPad, WordPress and Digital Storytelling with Skip Doughty and Barbara Bitner

Room 16 - Find out about Business Classes, Property Management, and Business Finance (Accounting and QuickBooks) with Susan Ray and John Bramow

Room 17 - Explore Google Apps and eCommerce (Etsy & eBay) with Michele Raymond and Mila Johansen

Room 18 & 19 - Learn about GED and High School Diploma options with Shannon Kilcourse and Chris Dunlap

Room 20 - Meet our English as a Second Language (ESL) instructors Sonia Contreras and Chrissy Agee

Room 26 - Visit our fitness room and discover the amazing Fitness and Dance Classes

Room 9 - See what our fantastic art teachers have to offer in PSA's art room



BACK TO SCHOOL NIGHT

**THURSDAY, AUGUST 16TH
6:00PM TO 8:00PM**

Before Fall classes start, visit our campus and meet our friendly PSA teachers and staff!

Find out which classes can best fit your personal and professional needs

Check out PSA's new class and program offerings through Q & A sessions and demonstrations

**PSA Campus
3775 Richardson Drive
Auburn, CA 95602**

Social Media

facebook

Introduction to Facebook

2 Sessions (6 hours of instruction)

Get started with the basics of Facebook. This is a hands-on class with instructor support to help you sign up for Facebook, create a user profile, search for groups, and grasp basic features. Either set up your Facebook account before the class or come with an email you can check from one of our computers.

Prerequisite: Basic internet knowledge and computer skills.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

9/6/18 - 9/13/18

Thursday

6:30 PM - 9:30 PM

Mila Johansen

0613500

\$38

Web Design - WordPress

FREE Q and A Workshop: Storytelling and WordPress

Placer School for Adults
3775 Richardson Dr.
Auburn, Rm 16

Thursday August 30th
6:30 PM – 7:30 PM
#6009200

Introduction to WordPress

1 Session (2 hours of instruction)

WordPress powers roughly 25% of the sites on the web. It is an amazing tool to help you design and manage your content. Learn the pros and cons of using the self-hosted version of WordPress vs. the online WordPress version. Learn how to choose and register a domain name, how to choose a hosting provider, and how to install WordPress onto your self-hosting server. Upon completion, you will know the steps to be up and running for the start of the WordPress Level 1 class. You're welcome to bring a WiFi capable laptop or use one of our computers.

Prerequisites: Basic computer and Internet skills. Bring a credit/debit card and least three domain name choices (i.e. www.mydomain.com) for your website.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/13/18

Thursday

6:30 PM - 8:30 PM

Barbara Bitner

6003400

Free

WordPress Level 1

6 Sessions (15 hours of instruction)

Building on the Introduction to WordPress class, you should now have an up and running WordPress installation with a domain and hosting service. You'll learn how to navigate all of the options on the WordPress Dashboard including adding and editing posts, pages, menus, images, video, and audio. We'll also cover: categories and tags, customization, and adding and configuring plugins.

Prerequisite: Introduction to WordPress or a currently existing WordPress site that you'll be using in class.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

9/20/18 - 10/25/18

Thursday

6:30 PM - 9:00 PM

Barbara Bitner

6003500

\$68



WordPress Level 2

3 Sessions (7.5 hours of instruction)

In this continuation of the Level 1 class, we'll cover themes, backing up, and security. We'll also look at the world of Search Engine Optimization (SEO) tools and configuring and using Analytics. You're welcome to bring a Wi-Fi capable laptop or use one of our computers.

Prerequisite: WordPress Level 1

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 16

11/1/18 - 11/15/18

Thursday

6:30 PM - 9:00 PM

Barbara Bitner

6003300

\$44

Need help designing and decorating your home?

Come take Interior Design and Decorating 1 & 2. You will gain valuable knowledge and have lots of FUN!

Check out page 61 for the details.



Digital Media

NEW Digital Storytelling

6 Sessions (15 hours of instruction)

Digital stories are short 3-5 minute multimedia movies about a story that is personal and important to the writer. They can include photographs, video, animation, sound, music, text, and the narrator's voice. You will learn the steps to writing a personal story and work with others in the class to refine, record, and upload them into digital editing software where they are combined with other multimedia items. You will finish a story that you can download and share as you wish.

Prerequisite: Basic computer and Internet skills recommended

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

9/4/18 - 10/9/18

6:30 PM - 9:00 PM

6013300

Tuesday

Barbara Bitner

\$68

NEW A Look Into Video Editing

1 Session (3 hours of instruction)

Join us for a peek into the world of video editing. This is a brief lecture style presentation with a basic tutorial will have you test driving video editing software your first class. Create a mini video with stock footage and add transitions, effects, and music with access to the latest software and apps. Join our free open Mac Lab to practice and create your own personal videos.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

11/13/18

1:00 PM - 4:00 PM

6012700

Tuesday

Skip Doughty

Free



NEW Video Editing with CyberLink PowerDirector® 16

1 Session (3 hours of instruction)

Use one of the most powerful video editor for Windows (Power Director 16) for under \$100 to create fun videos from your personal pictures, videos, and music. Learn how easy it is to use this tool to cut, splice, add effects, transitions, crossover fades, and sync videos with external audio source. Put your pictures into action and create fun, exciting videos with simple computer skills. If you know how to cut, paste, click, drag, and organize your files, you can make a video using Power Director 16.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

11/28/18

6:30 PM - 9:30 PM

6012800

Wednesday

Kevin Nations

\$28

Mobile Devices

FREE Q and A Workshop: iPhone and iPad Basics and Beyond

Placer School for Adults, 3775
Richardson Dr. Auburn
PSA Rm 15

Tuesday August 28th

6:30 PM - 7:30 PM

#6021800

iPhone for Seniors - Level 1

3 Sessions (9 hours of instruction)

This course is designed for new users or to refresh your understanding of your iPhone with the new iOS communication features. Get a detailed view (or review) of how to use contacts, calendar, email, and texting. Get an introduction to additional phone uses with settings, web surfing, and the use of Siri.

Prerequisite: Please bring your fully charged iPhone and charger.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

9/4/18 - 9/18/18

9:00 AM - 12:00 PM

6010900

Tuesday

Skip Doughty

\$52

iPhone for Seniors Level 2

3 Sessions (9 hours of instruction)

Take a deeper look at the iPhone's features. Learning to use some of the hidden features can make daily use more user-friendly. We'll review Camera, Photos, App store, iTunes, iCloud, To do List, Notes, and email to increase your knowledge and help you begin using these features to your advantage.

Prerequisite: iPhone for Seniors Level 1 or equivalent experience. Please bring your fully charged iPhone and charger.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

9/25/18 - 10/9/18

9:00 AM - 12:00 PM

6011000

Tuesday

Skip Doughty

\$52





iPhone for Seniors - Level 3

3 Sessions (9 hours of instruction)

Once you have a basic understanding of your iPhone and its primary functions, go a layer deeper and learn some tips, tricks, and shortcuts. Advanced features are revealed to empower your daily iPhone interaction. Learn to completely tailor your phone and customize your settings to perform based on your specific needs throughout your day.

Prerequisite: *iPhone for Seniors Level 2 or equivalent experience. Please bring your fully charged iPhone and charger.*

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

10/16/18 - 10/30/18

9:00 AM - 12:00 PM

6011100

Tuesday

Skip Doughty

\$52



iPhone and iPad Tips and Tricks

2 Sessions (6 hours of instruction)

Great for new or experienced iPhone and iPad users! It never hurts to stay current with the iOS, Apps, and the latest updates when you use your devices every day. This class is designed to provide visuals as well as hands-on learning. Come learn how to make the most of your iPhone/iPad.

Prerequisite: *iPhone for Seniors Level 1, 2 and 3 or instructors approval. Please bring your fully charged iPhone and charger.*

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

11/6/18 - 11/13/18

9:00 AM - 12:00 PM

6022200

Tuesday

Skip Doughty

\$32

iPad Level 1: Reintroduce Yourself to the Basics

2 Sessions (4 hours of instruction)

Reintroduce yourself to the basics of your iPad. Many of us have used the iPad but missed out on some of the functionality to make the experience more user-friendly. This course starts from the basics. Perfect for all user levels, iPad Level 1 is designed to reintroduce you to the features and functionality in an understandable order-of-use. We'll start with the hardware, home screen, basic gestures, apps/icons organization, and overview of some of the native apps, with a brief discussion of Privacy 101.

Please bring your fully charged iPad and charger.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

9/4/18 - 9/11/18

1:00 PM - 3:00 PM

6128000

Tuesday

Skip Doughty

\$32



iPad Level 2: Put Your iPad to Work

2 Sessions (4 hours of instruction)

Put your iPad to work the way you need it to. iPad level 2 is designed to raise your level of use. Learn to use the native apps, like notes, calendar, email, and texting, just to mention a few. Create some automations for easier use, use the split screen feature, and understand keyword searches. Treat yourself to this short course on how to make your experience with your iPad more fun and productive.

Prerequisite: *iPad Level 1. Please bring your fully charged iPad and charger.*

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

9/18/18 - 9/25/18

1:00 PM - 3:00 PM

6129000

Tuesday

Skip Doughty

\$32

Sell Your Stuff!

Learn how to sell on eBay and Etsy.

It's easy and FUN!

Classes are listed on page 57.



The App Conversation

1 Session (3 hours of instruction)

This interactive classroom discussion allows us to share and review apps used on the iPhone and iPad. The instructor will provide insights about apps, how to be selective about your purchases, how apps work, and why they are so popular.

Prerequisite: *Intermediate iPhone/iPad experience. Please bring your fully charged iPhone/iPad and charger.*

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 15

11/28/18

1:00 PM - 4:00 PM

6013500

Tuesday

Skip Doughty

\$28



How to Use Your Samsung, Motorola, HTC and LG Smartphone

3 Sessions (7.5 hours of instruction)

This course offers hands-on instruction on how to setup and use your phone on a day-to-day basis. We will cover the Android App store, plus how to synchronize your calendar, contacts, and emails seamlessly to your windows computer. Also you'll learn about your settings and notifications, how to delete apps and how to organize your home screen. Time will also be spent on learning to use the high quality camera on your phone. Find out what you can do besides make a phone call. ***This class is designed for beginners. No experience necessary. No iPhones/iPads please. Please bring your fully charged smartphone and charger.***

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/5/18 - 9/19/18

1:00 PM - 3:30 PM

0612400

Wednesday

Roy Salisbury

\$44

E - Commerce

FREE Q and A Workshop: e-Commerce (Etsy and eBay) and Social Media

Placer School for Adults
3775 Richardson Dr. Auburn
PSA Rm 17

Thursday August 23rd
6:30 PM – 7:30 PM
#6007900



How to Sell on Etsy - Handmade, Vintage and Supplies

3 Sessions (9 hours of instruction)

This class will teach you how to open up a shop and maintain it for a fraction of the cost of other internet marketplaces. You will learn how to post items, how to ship, and easy tricks that even seasoned Esty sellers don't know to get people to your Etsy store. With thirty-million-and-rising users, Etsy offers a beautiful looking online store and many convenient methods to help you manage every aspect of your online business and it's easy. For beginner to intermediate.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

9/20/18 - 10/4/18

6:30 PM - 9:30 PM

6002500

Thursday

Mila Johansen

\$52



Introduction to Selling on eBay

3 Sessions (9 hours of instruction)

Receive step-by-step instructions for selling on eBay. Learn how to list your item in either an auction setting or the "Buy It Now" option, how to post feedback, and how ship your product. You can sell anything from cameras to artwork to used clothing to jewelry to handmade items. Learn how to manage and understand your account settings and how to build a clean reputation online. PayPal howto/set up included.

Prerequisites: *Basic computer and internet skills recommended. You must have an email account that you can access in class.*

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

10/11/18 - 10/25/18

6:30 PM - 9:30 PM

6005500

Thursday

Mila Johansen

\$52

Photography Essentials



How to Use a Digital Camera (SLR Point & Shoot)

3 Sessions (7.5 hours of instruction)

Are you tired of not knowing how to use your digital camera? Learn the basics of digital photography: camera menus, shooting modes, flash, stopping action, avoiding blurry photos, using the LCD screen, photo-sizing, as well as what all those icons do on your camera. We'll discuss useful hints for taking gorgeous photos. Bring your camera and manual to learn even more. You may take this class even if you don't own a digital camera.

Bring your camera and manual to learn even more. You may take this class even if you do not own a digital camera. No experience necessary.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/6/18 - 9/20/18	Thursday
6:00 PM - 8:30 PM	Roy Salisbury
0615200	\$35

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

9/26/18 - 10/10/18	Wednesday
1:00 PM - 3:30 PM	Roy Salisbury
0615201	\$35



Advanced Photography for SLR Photographers

3 Sessions (7.5 hours of instruction)

This class will focus on mastering the key features of your SLR camera. You will finally be able to move beyond automatic to the Creative Modes of Shutter Priority, Aperture Priority, Program and Manual. ISO, White Balance and bracketing also will be discussed. We will learn about Aperture and f/stops and what impact they have on your picture's depth of field. Micro four thirds cameras are welcome. The SLR camera has a removable lens, plus the ability to control speed and exposure separately (such as S, or Tv, A or Av, M). Handouts will be provided.

No experience necessary.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

10/18/18 - 11/1/18	Thursday
6:00 PM - 8:30 PM	Roy Salisbury
6020900	\$44



NEW Aerial Photography with a Drone

5 Sessions (15 hours of instruction)

This course will introduce you to the use of drones for attaining beautiful aerial photography. You'll learn how to properly choose a drone and camera, and will learn practices and regulations for safe flying. Instructor will discuss how to plan for the perfect shoot, shooting tips and techniques, and best practices in editing and printing photos.

Regulations prohibit drone flight during class.

Placer School for Adults, 3775 Richardson Dr. Auburn PSA Rm 16

10/17/18 - 11/14/18	Wednesday
6:30 PM - 9:30 PM	Darrel Dey
6021700	\$68

Find a New Hobby!

Check out our large selection of fun classes. Pages 62-72





Advanced iPhone Photography

1 Session (3 hours of instruction)

Great for all level iPhone and iPad users. You'll learn more about how to use your iPhone to capture great images. Use camera and editing apps that will change the way you capture and edit photos on your handset. Learn about Cloud storage, organizational skills, and file management. Discover affordable ways to increase the quality of your images and have fun too.

Please bring your fully charged iPhone/iPad and charger.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 15

11/13/18

6:30 PM - 9:30 PM

6013800

Tuesday

Skip Doughty

\$28



Call to Artists - Build Your Portfolio!

4 Sessions (12 hours of instruction)

Learn how to market your work. This course is designed for artists of all levels and mediums. Get more information on how to present and sell your work, learn how to build a strong portfolio, submit to art shows, present, price and sell your art, sell at community events, and more. Additional topics covered: marketing, copyrights, branding, logos, and invaluable information designed to save you money and keep you up to date in today's market.

Prerequisites: Knowledge of how to use mobile devices and social media.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 15

10/16/18 - 11/6/18

6:30 PM - 9:30 PM

6009100

Tuesday

Skip Doughty

\$62

Digital Editing

Photoshop Elements 14 Level 1

4 Sessions (12 hours of instruction)

Come learn to use the #1 selling consumer photo editing software. You'll learn how to make your photos look fantastic by doing hands-on projects. Master your photos retouching, repairing, correcting colors, making collages, adding new backgrounds, using the healing brush and resizing images, and also learn layer basics. Class taught in a PC lab and is applicable to Elements versions 8 - 18 owners. Handouts will be provided. Mac laptops are okay to bring to class.

Prerequisite: Basic computer knowledge.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

10/17/18 - 11/7/18

1:00 PM - 4:00 PM

0618100

Wednesday

Roy Salisbury

\$35



Photoshop Lightroom

3 Sessions (7.5 hours of instruction)

Learn how to edit and get the most out of your photos from image capture to the final print by using Adobe Photoshop Lightroom. You will learn step-by-step how to import, catalog, sort, flag, rate, create collections, develop, export, and print your photos. This class will make your photography life easier and free up more time for you to take more photographs! This class applies to all versions of Lightroom. Handouts will be provided.

Tech/Adult Center Computer Lab 13055 Bill Francis Drive, Auburn

12/5/18 - 12/19/18

1:00 PM - 3:30 PM

6026700

Wednesday

Roy Salisbury

\$44

Typing Test

Placer School for Adults is committed to helping our community members gain employment. Free typing tests are available Monday through Friday from 9:00am - 3:30pm.

Please check-in at **Placer School for Adults Career Center**
1919 Grass Valley Highway Suite 100,
Auburn.



Essential Macintosh Skills



Fundamental Mac Skills Workshop

1 Session (3 hours of instruction)

We will review fundamental skills such as selecting objects and moving them around the Desktop, creating files and folders, and getting in and out of applications. The instructor will assess students' skills and offer direction on how to prepare for the Basic Mac workshop.

No experience necessary.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

9/5/18

9:00 AM - 12:00 PM

6009900

Wednesday

Skip Doughty

Free

Basic Mac Skills

3 Sessions (7.5 hours of instruction)

Study the Mac operating system, the easiest-to-master and most elegant computing environment available today. We will review the many options Mac offers for viewing and storing information. This class is PC-friendly and offers tips to those who wish to use Mac. Some familiarity with computers is required. If you need to brush up (or get an assessment of your skills) before taking this class, consider taking the Fundamental Mac Skills Workshop.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

9/12/18 - 9/26/18

9:00 AM - 11:30 AM

6010000

Wednesday

Skip Doughty

Free

Intermediate Mac Skills

3 Sessions (7.5 hours of instruction)

Build upon the Basic Mac Skills class, with emphasis on the finer points of the Mac OS, such as: security, backup strategies, system preferences, web browsing, email and new features introduced in the latest version of Mac OSX. We will also take a look at popular software applications for Mac.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

10/3/18 - 10/17/18

9:00 AM - 11:30 AM

6010100

Wednesday

Skip Doughty

\$44



Mac Lab

13 Sessions (26 hours of instruction)

Are you new to the MacWorld? Get your basic Mac questions answered and practice your Mac skills for free with our on-site instructor.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 15

9/10/18 - 12/17/18

1:00 PM - 3:00 PM

7000000

Monday

Skip Doughty

Free

No lab 11/12, 11/19

PEARSON

VUE-Authorized Test Center

Pearson VUE Authorized Test Centers are privately owned, third-party testing facilities which provide on-site, on-demand testing for certification and professional licensure exams.

Pearson VUE provides a full suite of services from test development to data management, and delivers exams through the world's most comprehensive and secure network of test centers in more than 175 countries.

Pearson VUE is a business of Pearson (NYSE: PSO; LSE: PSON), the international education company, whose businesses also include the Financial Times Group, Pearson Education and the Penguin Group.

www.PearsonVue.com

Vocational Skills

Blacksmithing

5 Sessions (15 hours of instruction)

You'll develop the basic skills to craft objects such as hooks, door pulls, barbecue tools, and other useful and artistic devices. Please bring safety glasses and leather welding gloves and wear boots, a long-sleeve cotton shirt, and jeans. Class max: 8 students.

Please bring safety glasses, leather welding gloves, wear boots and a long-sleeve cotton shirt and jeans. Lab fees are non-refundable.

Placer High School PL Rm 206

9/20/18 - 10/18/18

6:00 PM - 9:00 PM

6300000

Thursday

Brooks Collier

\$69/\$20 Lab Fee



NEW Introduction to Gas Metal Arc Welding (MIG) Welding

Students will be introduced to shop safety, basic MIG welding and metal fabrication. Use of torch cutting and plasma cutting tools as well as basic iron working machines.

Please bring clear safety glasses (ANSI approved), leather welding gloves, ear plugs, pen/pencil and paper to class. Long pants and closed toed shoes are required.

PLEASE NOTE: Lab fees are non-refundable.

Placer High School PL Rm 206

9/10/18 - 10/10/18

5:30PM - 8:30 PM

6300900

Monday, Wednesday

Norm Tucker

\$142/\$125 Lab Fee

Placer High School PL Rm 206

10/22/18 - 12/5/18

5:30PM - 8:30 PM

6300901

Monday, Wednesday

Norm Tucker

\$142/\$125 Lab Fee

No class 11/12, 11/14, 11/19, 11/21

Be more confident in business and personal writing!

Check out the Right Way to Write on page 30. You will walk away with some refreshed concepts and maybe some enhanced skills.



Interior Design and Decorating 1

5 Sessions (15 hours of instruction)

International Interior Design Artist Daunine Vining will show you how to transform rooms into beautiful and functional living spaces. Your first project will be to redesign a room in your home. You will learn how to plan space to create distinctive floor plans for a personalized look, feel, and function.

This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.

Placer School for Adults, 3775 Richardson Dr. Auburn PSA Rm 15

9/8/18 - 10/6/18

9:00 AM - 12:00 PM

6400100

Saturday

Daunine Vining, NCIDQ

\$69



Interior Design and Decorating 2

5 Sessions (15 hours of instruction)

International Interior Design Artist Daunine Vining will show you how to create a beautiful room using color, furnishings, window treatments, and lighting in your home. Learn to create a cohesive look that shows off your special style. Get the confidence you need to make your house a home!

This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.

Placer School for Adults, 3775 Richardson Dr. Auburn PSA Rm 15

10/13/18 - 11/10/18

9:00 AM - 12:00 PM

6400200

Saturday

Daunine Vining, NCIDQ

\$69

Culinary

Food Handler Permit

1 Session (3 hours of instruction)

In order to secure work in the food industry, in a grocery store, or at a local deli, a food handler permit is required. Prepare yourself by securing your permit prior to applying for a job! This one-day workshop is designed to prepare you to for the Food Handler test. A practice test will be completed prior to the end of class. This class is also great for those who just need a refresher while on the job.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 17

11/7/18

Wednesday

9:00 AM - 12:00 PM

Skip Doughty

6019200

\$28



51 Pesto Possibilities

1 Session (3 hours of instruction)

Learn 51 ways to prepare fresh pesto. During this interactive class, you'll prepare a pasta dish and take home freshly made pesto along with 50 other creative serving ideas. Master culinary tips for creating easy, simple, and delicious home-cooked meals. Amaze yourself and your family. This is a fun class for couples and gardeners.

Students will set up/clean up their workstations. Course fee includes all supplies.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 22

9/4/18

Tuesday

6:00 PM - 9:00 PM

Cathy MacHold

3105500

\$44

Dinner With Friends, Start Your Own Dinner Club

1 Session (2 hours of instruction)

If you have good friends and an appetite for delicious food then this is your opportunity to start your own dinner club. Challenge and enhance your cooking talents by learning new recipes, hosting a dinner party, and sharing the delicious results with your friends. Your dinner club will become a favorite event on your monthly calendar. This is a great group or couples class.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

9/22/18

Saturday

10:00 AM - 12:00 PM

Cathy MacHold

3105300

\$24



The Decorated Apple

1 Session (3 hours of instruction)

Learn two different techniques making delicious caramel apples, one dipped and one wrapped. You'll also learn decorating techniques and garnish your apples with fun edibles such as chocolate, nuts, toffee, and M and M's.

Students will set up/clean up their workstations. Course fee includes all supplies.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 22

10/6/18

Saturday

9:00 AM - 12:00 PM

Cathy MacHold

3105400

\$44



Savory Muffins and Spectacular Nut Breads

1 Session (3 hours of instruction)

Harvest the fresh flavors from fall gardens and bake them into muffins and nut breads. Learn to make cream cheese pumpkin muffins and a zucchini-almond nut bread. During this three-hour class, you will prepare and bake batters and take them home. This is a great friends or couples class in time for holiday giving. Taught by an award-winning baker with easy-to-follow instructions. ***Students will set up/clean up their workstations. Course fee includes all supplies.***

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 22

10/13/18

Saturday

9:00 AM - 12:00 PM

Cathy MacHold

3105600

\$44



Pat and Pete are former Auburn restaurateurs of 34 years. Operating The Kitchen, in 1978 for 14 years and recently, Latitudes Restaurant for 20 years.

"When we left Latitudes Restaurant 5 years ago, we promised a cook book. Now we have created a series of cooking classes, where you help us hone the exact proportions, descriptions and techniques for our cookbook. We will present one class per month featuring an entrée from the monthly rotating menu of Latitudes. We will share the recipes, talk about the traditional flavors, and where to find the unusual items in our recipes. Join us and take home our recipes before our new cookbook is published. Thank You."



- Pat and Pete Enochs

Cuisine from Spain - Paella & Romesco

1 Session (3 hours of instruction)

Paella has held a place of honor in Spanish homes for centuries. This rice dish is nourishing, vibrant, and served without pretension. Paella is traditionally made with chicken, chorizo, clams, mussels, and squid, however, this meal can be customized to your liking. Romesco is a traditional Spanish sauce of sweet red peppers, hazelnuts, and almonds which is perfect with vegetables and meat. Learn the traditional spices, techniques, and sources.

Students will set up and clean up their workstations. Course fee includes all supplies.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 22

9/13/18

Thursday

6:00 PM - 9:00 PM

Pete Enoch

3105700

\$54



Cuisine from Germany - Cider Chicken and Spätzle

1 Session (3 hours of instruction)

Learn how to cook Latitudes most requested dish, Cider Chicken. This dish consists of breaded chicken breast simmered in apple cider and finished with sour cream, served with a homemade German pasta called spätzle. You won't want to miss learning how to make this popular recipe.

Students will set up and clean up their workstations. Course fee includes all supplies.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 22

10/27/18

Saturday

2:00 PM - 5:00 PM

Pete Enoch

3105800

\$54



Spice Trade Route - Kofta, Harissa, and Halibut in Grape Leaves

1 Session (3 hours of instruction)

The Spice Trade Route runs from the Mediterranean through India leaving its trademark of aromatic spices in these cuisines. Kofta is a meatball from South Asian, Middle Eastern, Balkan, and Central Asian cuisine. In the simplest form, koftas consist of balls of minced or ground meat (lamb and beef) mixed with spices and onions. Harissa a spice of a sauce that perks up everything from eggs to lamb chops. Last but not least, learn how to cook halibut in grape leaves. This light flavored fish is wrapped in grape leaves and baked, a perfect elegant dish to impress your guests.

Students will set up and clean up their workstations. Course fee includes all supplies.

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 22

11/8/18

Thursday

6:00 PM - 9:00 PM

Pete Enoch

3105900

\$54



Health & Well-being

NAMI Family-to-Family: Understanding Mental Illness

11 Sessions (22 hours of instruction)

This 11 week course is specifically intended only for family members with a loved one who has been diagnosed with a mental illness. This course offers techniques in effective communication, identifying different types of mental illness, and most importantly developing empathy for those experiencing mental illness. Come learn how to live with, assist, and understand your loved one.

Prerequisite: *Students interested in taking this class should email Loretta Benge at lbenge@gotsky.com and give a brief description of why you are taking this class. Drop-ins are not allowed. Due to high demand, regular attendance is required please.*

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 21**

9/4/18 - 11/13/18

6:00 PM - 8:00 PM

0701000

Tuesday

Loretta Benge

Free



Caring for Aging Loved Ones

1 Session (3 hours of instruction)

Perhaps it starts with a fall or an illness, or maybe the onset of dementia. As median population age shifts, most will need to arrange some type of care for a loved one. Be prepared! This workshop will discuss the array of options (as well as pros and cons) of some of the choices available; such as in-home care, assisted living and skilled nursing, and teach you what to look for or ask about when exploring these different alternatives. The class will provide education on the differences in long term care and the costs involved. The behaviors and concerns of dementia will be discussed, as well as other challenges you may be experiencing. Resource information for veterans assistance, support groups, and several other pertinent topics will be available.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 21**

10/20/18

9:00 AM - 12:00 PM

4302800

Saturday

Stephanie Watson

\$29

Overcoming Insomnia, Understanding Sleep

1 Session (2 hours of instruction)

Review what we know about sleep and current recommendations. We'll discuss factors that affect the quality of sleep and ways improve your sleep without relying on medications which have limited effectiveness and can have dangerous side effects. Most people will greatly improve their sleep by following the basic recommendations gone over in this class.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 21**

10/6/18

10:00 AM - 12:00 PM

3620100

Saturday

Eric Egli

\$24

Train Your Brain for Success

1 Session (3 hours of instruction)

Success is a mindset. Winning is habitual. Everything you want in life can be attainable as long as you shift your thoughts and tap into positive vibrations. This paradigm shift becomes the catalyst to achieving your goals. Discover the tools you need to develop mental toughness, reject negativity, and chart out your path to success!

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 21**

10/25/18

6:00 PM - 9:00 PM

9101100

Thursday

Ahmad Zeki

\$29

**Save time and get your
fitness card ahead of time!**

Any 12 classes for \$48

No expiration

See page 65



Purchase at

**PSA main Campus:
3775 Richardson Dr
Auburn, Ca 95602**

OR

**PSA Career Center
1919 Grass Valley Hwy
Suite 100
Auburn, Ca 95603**



Low Cost Health & Fitness Classes!

Buy Your Exercise Card at the PSA Office, 3775 Richardson Drive

Basic Card: 12 Classes for \$48 (No Expiration)

Classes are ongoing and can be joined at anytime

Not eligible for early bird discount

Classes are Ongoing – Join Anytime!

Placer School for Adults

3775 Richardson Drive, Auburn

PSA Fitness Room 26

Chair Fitness

A great way to get more active and stay that way! We sit or hold onto a chair for stability. Our focus is on stretching, balance work, range-of motion, and movement.

8:00 AM – 9:00 AM Wednesday, Friday
Geri Teixeira

Step Fitness

A cardio workout using simple and easy-to-follow choreography that includes weight training, core work, and stretching.

9:00 AM – 10:00 AM Wednesday, Friday
Geri Teixeira

Weight Training

A more strenuous approach to muscle building, core training and endurance using weights and various fitness tools.

9:00 AM – 10:00 AM Tuesday, Thursday
Rodina Tungol

Beginner Tai Chi

Improve balance, muscular range-of-motion, memory, breathing and strength.

12:00 PM – 1:00 PM Monday, Wednesday
Arnold Chung

Intermediate Tai Chi Yang Style Short Forms

Improve balance, muscular range-of-motion, memory, breathing, and strength. Practice also include Beijing forms and Adapted Qigong. (beginner's form).

11:00 AM – 12:00 PM Monday, Wednesday
Arnold Chung

Gentle Yoga

Experience simple techniques of exercise, breathing, deep relaxation and meditation to strengthen, tone, and relax muscles, transform stress and uncover deeper inner sources. This class is for beginning and intermediate students. Dress comfortably and bring a mat or blanket.

10:00 AM – 11:00 AM Tuesday, Thursday
Rodina Tungol

Pilates

Pilates is a low-impact exercise that builds strength, tones the muscles and creates a long, lean body frame. This powerful workout will help with balance, flexibility, strength, core, fat loss, and mobility. Please bring a exercise mat.

5:30 PM - 6:30 PM Monday
12:30 PM - 1:00 PM Friday
Linda Brown

Qigong

Qigong is a therapeutic exercise that coordinates the body's posture and movement, breathing increasing vitality, longevity, memory, balance, and strength. Qigong is beneficial for health, spirituality, and as a martial arts training.

1:00 PM - 2:00 PM Thursday
Natalia Roberti

Dance Fitness

Low impact, light-to-moderate intensity aerobic dancing. If you're motivated by music and enjoy dancing, this easy-to-follow, yet very effective class is for you. It's a full workout including strengthening and stretching.

10:00 AM – 11:00 AM Wednesday, Friday
Geri Teixeira

Music & Dance



Basic Organ and Keyboard

6 Sessions (6 hours of instruction)

This class is designed specifically for the novice. No prior experience is a plus! Learn the necessary basic skills to play the songs you want to play for your own enjoyment. You will be playing your first song on day one. Instruments are supplied in class. Each class includes hand-outs and hands-on experience

A \$15 materials fee will be collected by the instructor at the beginning of first class.

Class max: 10 students.

Gregg's Music Center at 470A Main St. Newcastle GMC studio

9/5/18 - 10/10/18	Wednesday
2:00 PM - 3:00 PM	Gregg Isett
3303600	\$44

Gregg's Music Center at 470A Main St. Newcastle GMC studio

10/17/18 - 11/21/18	Wednesday
2:00 PM - 3:00 PM	Gregg Isett
3303601	\$44

Argentine Tango and Latin Dance

6 Sessions (9 hours of instruction)

Welcome to the exciting and fun Spicy Salsa and Latin dancing world. Fall in love with the elegant and romantic Argentine tango. Step-by-step instruction, learn easy and enjoyable routines in every class. Enrich your dancing and social life. Meet new friends and enjoy great Salsa, Latin and Argentine Tango Music. No previous experience or partner required. Students rotate and dance with everyone.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 26 Fitness

9/5/18 - 10/10/18	Wednesday
7:30 PM - 9:00 PM	Juan Aceituno
3301400	\$54

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 26 Fitness

10/17/18 - 11/28/18	Wednesday
7:30 PM - 9:00 PM	Juan Aceituno
3301401	\$54

No class 11/21



The Gold Country Senior Band is looking for new members!

If you are 18 years or older, play a musical instrument and are available Monday mornings the band is looking for you!

The band is led by Dave Machado of Lincoln Hills. We rehearse on the first Monday of each month and play classics from the 20's, 30's, 40's, and 50's subsequent Monday mornings at senior centers and retirement facilities in Auburn, Roseville, Rocklin, and Loomis.

To learn more about the Gold Country Senior Band, call Brian Hassett at (530) 887-1573 or email brianmichaelhassett@gmail.com.



Country Western and Irish Linedancing

6 Sessions (9 hours of instruction)

Learn traditional and new dances, Tush Push, Mexican Wind, Ghost Train and others, plus great Irish line dancing; enjoy Irish Stew, Coasting, Lord of the Dance, etc. Great music: Country, Oldies and traditional Irish music. You will get great exercise and make new friends; come and experience dance like you never have before.

No previous experience or partner needed.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 26 Fitness

9/5/18 - 10/10/18

Wednesday

6:00 PM - 7:30 PM

Juan Aceituno

3301300

\$54

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 26 Fitness

10/17/18 - 11/28/18

Wednesday

6:00 PM - 7:30 PM

Juan Aceituno

3301301

\$54

No class 11/21

Introduction to Ballroom Dancing

5 Sessions (7.5 hours of instruction)

Make some friends, develop your skills and balance, and get some exercise, all the while learning the basic steps of ballroom dancing. You will learn the steps to various dances, leading, following, and body position. Dances covered include the Fox Trot, Waltz, and the Jitterbug. Students are encouraged to wear leather soled shoes.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 26 Fitness

9/4/18 - 10/2/18

Tuesday

6:00 PM - 7:30 PM

Philip Spurgeon

3301200

\$49

Personal Enrichment



First Time Home Buyers Workshop

1 Session (1.25 hours of instruction)

Learn the 7 reasons why renters don't buy a home and how to avoid them. What if, instead of paying rent to a landlord, you could own your own home? With the home loan programs currently available, it's possible to own your own home with little to no down payment and have monthly payments that are close to what you're spending on rent! Real estate expert Brandon Leon will cover all the aspects of the home buying process and answer your questions.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

9/8/18

Saturday

9:30 AM - 10:45 AM

Brandon Leon

3701100

\$12

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

10/13/18

Saturday

9:30 AM - 10:45 AM

Brandon Leon

3701101

\$12



FREE Mac Lab



**Are you new to the Mac world?
Do you need basic questions answered?**

**Practice your Mac skills for free with
our instructor on-site**

**Join us at Placer School for Adults
3775 Richardson Drive, Room 15, Auburn**

**Mondays from 1:00 PM - 3:00 PM
9/10/18 - 12/17/18**

Understanding Social Security

1 Session (2 hours of instruction)

When should I start receiving Social Security benefits? Now? Should I wait? How long? What about my spousal benefits? There are many decision points and considerations when it comes to Social Security. This course will review some of the choices you may face. We will discuss the positives and negatives to these choices to help you make informed decisions regarding your retirement income.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

10/4/18

6:00 PM - 8:00 PM

3702400

Thursday

Steven Lease CFP

\$24



Principles for Successful Long-Term Investing

1 Session (2 hours of instruction)

The key to successful investing isn't about predicting the future, it's about learning from the past and understanding the present. This class will present seven time-tested strategies for guiding investors and their portfolios through challenging markets and toward tomorrow's goals.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

10/18/18

6:00 PM - 8:00 PM

3703100

Thursday

Steven Lease CFP

\$24

Principles for a Successful Retirement

1 Session (2 hours of instruction)

Achieving retirement goals takes disciplined saving, spending and investing, all of which can feel overwhelming, especially as the retirement landscape continues to change. This course covers seven essential retirement planning principles, giving investors the confidence to make more informed decisions and take positive steps toward a successful retirement.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

10/11/18

6:00 PM - 8:00 PM

3703000

Thursday

Steven Lease CFP

\$24

Sharpen your skills or learn a new tip or trick...

Check out our Google Workshops on pages 46 & 48.



Language, Writing & Research

Beginning Japanese Conversation

6 Sessions (12 hours of instruction)

You will learn basic Japanese conversation, culture, and get an introduction to the three writing systems through fun activities in a supportive class environment. Book recommended \$25.00 - Instructor will give details first day of class.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

9/9/18 - 10/15/18

6:30 PM - 8:30 PM

3630000

Monday

Kiyomi Quimby

\$64

The Writer's Journey

1 Session (2 hours of instruction)

Do you have a story to tell but not sure how to get started? This interactive two-hour workshop will reset your interest as a creative writer. Learn from the writing styles of Stephen King, Julie Otsuka, Ernest Hemingway, and others. From thought provoking writing prompts, learn how to build interesting perspectives into your stories. Exploring The Writer's Journey benefits all writing genres. All levels are welcome.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

9/15/18

10:00 AM - 12:00 PM

3610000

Saturday

Cathy MacHold

\$24



Screenwriting 101- How to Write a Screenplay

2 Sessions (6 hours of instruction)

How to get started with concept, plot, and industry format. Start with a ten-minute movie that can be expanded later. Learn the ins and outs of writing for film whether a T.V. pilot, a full length feature, or a ten minute movie for a film festival. Info handouts Included. No experience necessary.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

10/17/18 - 10/24/18

6:30 PM - 9:30 PM

3610700

Wednesday

Mila Johansen

\$44

Researching Your Family History

4 Sessions (8 hours of instruction)

Learn effective skills for tracing your family's ancestry and the stories that make up your family history. Learn how to avoid junk genealogy and how to search for ancestors in the basic vital record sources in the U.S., including federal and state censuses.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

10/2/18 - 10/23/18

1:30 PM - 3:30 PM

3703600

Tuesday

Richard Rands

\$49



Researching Your Family History: Adding Skills to Research

4 Sessions (8 hours of instruction)

We will study migration patterns, and difficult problem solving skills when researching your family history, including more unusual records related to land, military, wills, and church records. Then we will launch into how to trace immigrant ancestors in English and European records and uncover regional issues such as differences between New England research versus Southern States research.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 21

11/6/18 - 12/4/18

1:30 PM - 3:30 PM

3703700

No class 11/20

Tuesday

Richard Rands

\$49

Art

Beginning Calligraphy

6 Sessions (12 hours of instruction)

Discover the art of hand-crafted calligraphy and gain a lifelong skill. Learn the basic use of chisel-point and quill-point pen nibs. You'll also receive lessons in contemporary brush script.

This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 9 Art

8/27/18 - 10/8/18

6:30 PM - 8:30 PM

3700900

Monday

Sarah Laporta

\$64

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 9 Art

10/22/18 - 12/10/18

6:30 PM - 8:30 PM

3700901

No class 11/12, 11/19

Monday

Sarah Laporta

\$64

Hands-On Art History

5 Sessions (12.5 hours of instruction)

Laugh and learn as you uncover what makes an artist or artwork considered great. Discover through lecture, video, prints, and more importantly...hands-on art projects.

This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 9 Art

9/12/18 - 10/10/18

1:00 PM - 3:30 PM

0820800

Wednesday

Linda Pietz

\$64



Día De Los Muertos: Sugar Skulls

1 Session (2 hours of instruction)

Celebrated on November 1 and 2, Dia de Los Muertos is a festive holiday for families to remember and honor their deceased loved ones. Learn the history of Dia de los Muertos and decorate your own sugar skull.

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 9 Art

10/17/18

6:30 PM - 8:30 PM

8038300

Wednesday

Bernadette Ambers

\$29/\$15 Material Fee

Learn the Elements and Principles of Art Through Projects

6 Sessions (15 hours of instruction)

Whether new to art or a seasoned artist, this class will help introduce or reinforce your knowledge of the elements and principles of art through a wide choice of engaging projects that will stimulate your creativity. We will also explore how these "tools" have been used by artists past and present. ***This class has a supply list, please visit our website at placeronline.org and click on Students, then Supply Lists or visit our office at 3775 Richardson Drive in Auburn.***

Placer School for Adults, 3775 Richardson Dr.

Auburn PSA Rm 9 Art

10/17/18 - 11/28/18

1:00 PM - 3:30 PM

8011500

Wednesday

Linda Pietz

\$69

Color Theory

6 Sessions (15 hours of instruction)

Frustrated that you can't mix the colors you want in your painting? This class will enable you to do just that and more as we explore the characteristics of color, how to mix, and how to use color harmonies just like the masters. Artists of all media are welcome, especially watercolor, oil, and acrylic painters. **This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.**

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art

9/10/18 - 10/15/18

Monday

9:30 AM - 12:00 PM

Linda Pietz

0821400

\$69

Beginning Watercolor

6 Sessions (15 hours of instruction)

Step into watercolor painting in an anxiety-free, relaxed atmosphere. You'll learn about color, materials, composition, and painting techniques, and also get some drawing tips. **Beginners only please. This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.**

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art

9/12/18 - 10/17/18

Wednesday

9:30 AM - 12:00 PM

Linda Pietz

0820200

\$69



Advanced Beginning Watercolor

6 Sessions (15 hours of instruction)

Do you love watercolor, but don't think you are quite ready for an intermediate class? This class offers an opportunity to continue to build on skills learned in Beginning Watercolor. Topics covered will include: composition, value, and color theory, along with more practice in honing basic watercolor painting skills. **This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.**

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art

10/24/18 - 12/5/18

Wednesday

9:30 AM - 12:00 PM

Linda Pietz

0825100

\$69

No class 11/21



Students can watch their instructor's techniques in real time on our high definition TV.

Intermediate/Advanced Watercolor

6 Sessions (18 hours of instruction)

This course is designed for those who want to improve their techniques and understanding of watercolor, the how and the why of the medium. Each class has a lesson and demonstration where you can take notes and/or paint along. There will be a critique at the beginning of the following week along with a new lesson and demo. Sonja Hamilton, swa, is an award-winning watercolorist, teacher, art show judge and author. **Prerequisite: Beginning Watercolor. This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.**

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art

9/18/18 - 10/23/18

Tuesday

6:00 PM - 9:00 PM

Sonja Hamilton

0820500

\$79

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art

9/20/18 - 10/25/18

Thursday

9:00 AM - 12:00 PM

Sonja Hamilton

0820502

\$79

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art

10/30/18 - 12/11/18

Tuesday

6:00 PM - 9:00 PM

Sonja Hamilton

0820501

\$79

No class 11/20

Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art

11/1/18 - 12/13/18

Thursday

9:00 AM - 12:00 PM

Sonja Hamilton

0820503

\$79

No class 11/22



Advanced Painting

6 Sessions (18 hours of instruction)

This course is for experienced painters. You may use oil, acrylic, or watercolor. There are no group lessons or assignments. The instructor will work with you as needed on composition, layout, perspective, contrast, textures, and techniques. You will work on your own projects with the supplies and equipment you normally use. This class is for self-starters who would like one-on-one critique time with the instructor. Bring some plastic to go under your work area, and be prepared to paint on the first day of class.

Please bring the supplies you normally use to paint with.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art**

10/30/18 - 12/11/18
9:00 AM - 12:00 PM
8025900

Tuesday
Steve Coverston
\$79

No class 11/20



Drawing and Painting with Colored Pencils

6 Sessions (18 hours of instruction)

Colored pencils are wonderful, versatile, and expressive media to create with. Discover new skills and techniques while painting with colored pencils. Create landscapes, flowers, and animals in this easy, clean media. **This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.**

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art**

9/7/18 - 10/12/18
1:00 PM - 4:00 PM
8027200

Friday
Daunine Vining, NCIDQ
\$79

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art**

10/19/18 - 11/30/18
1:00 PM - 4:00 PM
8027201

Friday
Daunine Vining, NCIDQ
\$79

No class 11/23

Be iPad and iPhone Savvy!

Take one of our iPhone or iPad classes and you'll be up to speed in no time.
See page 55-56 for all the details.



Perspective Drawing

4 Sessions (10 hours of instruction)

Drawing and painting buildings, roads, and other objects can be frustrating without a foundation. We'll unlock the mystery of perspective. You'll learn to use one, two, and three point perspective. This class will give you the foundation you need for success in whatever medium you choose.

This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art**

10/22/18 - 12/3/18
9:30 AM - 12:00 PM
0820900

Monday
Linda Pietz
\$64

No class 11/12, 11/19, 11/26



Drawing the Old West

6 Sessions (18 hours of instruction)

Join Steve as he demonstrates a wide range of drawing techniques to capture the feel of the Old West. A variety of plant life and different kinds of rustic structures will be the subject matter for our class. Reference photos will be provided along with one-on-one guidance. All ability levels welcome. Please bring the art supplies that you normally use.

This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art**

10/30/18 - 12/11/18
1:00 PM - 4:00 PM
0812400

Tuesday
Steve Coverston
\$79

No class 11/20



Designing Dichroic Glass and Casting Frit Jewelry

5 Sessions (15 hours of instruction)
Bring your creative mind and explore designing glass jewelry and casting glass. The class will work with fused dichroic tiles and use a glass saw to cut out custom shapes for jewelry. Create three different styles of pendants. We will make two sets of hand carved, dichroic pattern glass pendants and earrings and mount silver plated findings onto them. You'll learn the basics of running a glass kiln hands-on in class. Make up to 15 pendants in the class. All glass and tools provided.

All levels of experience welcome. Bring liquid, non-gel type super glue, a black sharpie pen, and safety glasses.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art**
9/20/18 - 10/18/18 Thursday
6:00 PM - 9:00 PM Diane Wood
8028300 \$64/\$55 Material Fee

Basketry

6 Sessions (15 hours of instruction)
Using everything from pine needles to recycled materials, learn to create beautiful baskets for your home and gifts. Techniques include coiling, cordage, stake and strand, and plaiting.
This class has a supply list, please visit our website at placeronline.org and click on Students, then Supply Lists or visit our office at 3775 Richardson Drive in Auburn.

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art**
9/10/18 - 10/15/18 Monday
1:00 PM - 3:30 PM Linda Pietz
0839100 \$69

Weaving Fun Without a Loom

4 Sessions (10 hours of instruction)
Interested in weaving, but don't wish to invest in a loom? This class will open up to you the wonderful world of weaving, but without using a loom. You'll learn how to weave purses, hats, dolls, jewelry, belts, and baskets all without a loom. **This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.**

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 9 Art**
10/22/18 - 12/3/18 Monday
1:00 PM - 3:30 PM Linda Pietz
8040000 \$64

No class 11/12, 11/19, 11/26

Intermediate Knitting - Fair Isle Knitting

6 Sessions (15 hours of instruction)
Named for the tiny Shetland island north of Scotland, Fair Isle knitting is a traditional technique that utilizes multiple colors and patterns. Before you know it, you will be knitting beautiful stranded color work items while learning about steeks and traditional and modern motifs. You might even try your hand at designing a personalized pattern. **This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.**

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 21**
9/11/18 - 10/16/18 Tuesday
9:00 AM - 11:30 AM Linda Pietz
0845400 \$69



Intermediate Knitting - Modular Knitting

6 Sessions (15 hours of instruction)
Imagine making everything from purses to jackets and sweaters to everything in between without sewing your knitting together. This technique is for you! Learn to knit everything from the versatile square to mermaids tail while selecting from a number of patterns to utilize your new found skills. **This class has a supply list. Please visit our website at placeronline.org or our office at 3775 Richard Drive in Auburn. Click on Students, then Supply Lists and find the instructor's name/class.**

**Placer School for Adults, 3775 Richardson Dr.
Auburn PSA Rm 21**
10/23/18 - 12/4/18 Tuesday
9:00 AM - 11:30 AM Linda Pietz
0845300 \$69
No class 11/20





CONTINUING STUDENT SUCCESS AT DEL ORO HIGH SCHOOL

PREPARING DEL ORO HIGH SCHOOL STUDENTS FOR FUTURE SUCCESS

Del Oro High School is committed to our tradition of excellence and preparing students to be college, career and life-ready. We are proud to provide a high-quality education, but state budget cuts have reduced funding in our district by \$32 million over the past five years. Del Oro High School is now underfunded, aging, overcrowded and in need of repairs.



Leaky roofs damage classrooms and disrupt class.

PERMANENT FACILITIES ARE NEEDED TO REPLACE AGING PORTABLE CLASSROOMS

Del Oro High School was built nearly 60 years ago with a capacity for 700 students. Now, our education facilities require urgent improvements to meet the needs of the 1,750 students currently enrolled. Most Del Oro students attend class in old inadequate portable classrooms instead of permanent classroom buildings. Leaking roofs and decaying walls need to be fixed, and broken plumbing and bathrooms require updating. Del Oro High School needs upgrades to air conditioning, heating, electrical systems and wiring for computer technology, as well as accessibility improvements for students with disabilities. Del Oro High School needs additional updates to help prepare our students to succeed in today's world. Del Oro High School's vocational and career education programs need upgraded equipment, technology and classrooms to prepare students with real-world skills prior to graduation. These improvements are needed to develop the vital skills required for success at community colleges, universities and 21st-century jobs.

A LOCAL PROPOSAL TO FUND IMPROVEMENTS AT DEL ORO HIGH SCHOOL

To fund critical repairs and updates at Del Oro High School, the Placer Union High School District Board of Trustees is considering placing a \$40 million bond measure on an upcoming 2018 ballot. Funds from the measure would stay entirely at Del Oro High School, could not be used for other high schools and would make our high school eligible for millions in state-funded facility improvements through matching funds that would otherwise go to other communities. If passed, this measure would:

- Repair and replace deteriorating classrooms to attract and retain highly-qualified teachers
- Repair leaky roofs, gas lines, plumbing and bathrooms
- Maintain safe drinking water
- Upgrade science, math, computer and engineering labs to help prepare students for college and careers
- Upgrade security and safety systems, including safety doors, smoke alarms and smoke detectors
- Provide space and technology to prepare students for available local jobs in fields like agriculture, business, engineering and law enforcement

STRICT FISCAL ACCOUNTABILITY

- By law, all funds must stay local to upgrade Del Oro High School and could not be taken by the State or used in any other school
- Strict fiscal accountability would be required, including a Citizens' Oversight Committee and independent annual financial audits
- No funding could be used for administrators' or teachers' salaries or pensions

FOR MORE INFORMATION

As we consider the best way to address critical facility needs, we want to hear from you. Please contact Principal Dan Gayaldo at dgayaldo@puhsd.k12.ca.us for more information.

CLASSROOM LOCATIONS



1. **Placer School for Adults** 3775 Richardson Drive, Auburn
2. **Rock Creek Elementary School** 3050 Bell Road, Auburn
3. **PSA Career Center** 1919 Grass Valley Highway Suite 100, Auburn
4. **Tech/Adult Center, Computer Lab** 13055 Bill Francis Drive
Pearson VUE Testing Center 13055 Bill Francis Drive
5. **Auburn Library** 350 Nevada Street, Auburn
6. **Gregg's Music Center** 470 A Main Street, Newcastle
7. **Rocklin Library** 4890 Granite Drive, Rocklin
8. **Placer County Employments Services** 1000 Sunset Blvd.,
Suite 100, Rm 198, Rocklin
9. **Destiny Community Center**, 6850 Five Star Blvd, Rocklin

Still can't find your classroom?

Call our office at
530-885-8585

We're here to help:

Monday
8:00am – 4:30pm

Tuesday – Thursday
8:00am – 7:00pm

Friday
8:00am – 4:00pm

www.placeronline.org

PSA POLICIES

Who May Attend: Classes are open to all adults. Residents of other districts are welcome to enroll with no additional out-of-district fees. With the exception of high school subjects, classes are designed for students age 18 and over.

Attendance & Credits: To receive credit in a class, students must attend all class sessions and do all required work, both in-class and homework.

Children In Class: Unless otherwise noted, we request students not bring children to class.

Ideas/Feedback/Suggestions: If you have an idea for a new class, would like to teach one, or if you'd just like to give your input on any issue, e-mail us at ideas@puhsd.k12.ca.us, or call the office at 530.885.8585.

Financial Aid: Scholarships are available for Business Office Professional, computer and career programs. Call the adult school office for more information.

Tuition: Tuition is to be paid in full upon registration. Tuition is based on minimum number of enrollments; classes may be cancelled, hours reduced or fees increased if minimum enrollments are not met.

Waiting Lists: When a class fills, we begin a waiting list with names and phone numbers of students still interested in enrolling. If a student drops out before the first class starts, we contact the first student on the wait list. Whenever possible, classes are added to accommodate those who are waiting.

No Smoking Policy: The Placer Union High School District enjoys a tobacco-free environment, and we respectfully request that all students honor our no smoking policy.

Book Refund Policy: Refunds for books purchased through Placer School for Adults will be processed after the book(s) are returned to the adult school unmarked/undamaged.

An Equal Opportunity: Placer School for Adults is dedicated to provide every student an equal opportunity to receive an education in any school program or activity. No person

shall discriminate against, or engage in harassment of a pupil because of the pupil's race, sex, gender, sexual orientation, perceived orientation, color, religion, mental or physical disability, national origin, ancestry or ethnic group identification.

Academic Support Available: Placer School for Adults provides some supportive services in the high school diploma and GED® programs. If you have a documented learning difference, make an appointment with the PSA counselor to learn more about your education options.



Uniform Complaint Procedure: The Placer Union High School District is committed to complying with state and federal laws and regulations governing education programs. Complaints alleging unlawful discrimination based on actual or perceived sex, age, ancestry, color, ethnic group identification, gender, mental and/or physical disability, national origin, race, religion, or sexual orientation should be addressed to the compliance officer, Dr. George Sziraki, Superintendent, 13000 New Airport Road, Auburn, CA 95603. In some cases, complaints may be addressed directly to the California State Department of Education. Additionally, civil law remedies may also apply. Information about applicable civil law remedies and appeals may be obtained from the compliance officer at the above address. The Placer Union High School District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

Filing of Complaints: Any individual, public agency or organization may file a written complaint of alleged non-compliance. If the complaint is against an employee, the complainant or a representative should first attempt to discuss and resolve the complaint with the employee. If unsuccessful, the complainant should attempt to discuss and resolve the issue with the employee's immediate supervisor. Complaints to the compliance officer or designee concerning an employee shall be submitted in writing. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff will help him/her file the complaint.



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